

Bookkeeper

Dripping Springs WSC is seeking a long-term employee to join our dedicated team members. We look forward to meeting with qualified candidates.

Job Summary:

The roll of this position encompasses all aspects of utility billing, bookkeeping, collection, payroll, and annual audits. There will be some personal face-to-face interaction with customers, while most interaction will be conducted by telephone with customers and vendors. This position entails a 40-hour work week with full family health benefits after 90-days and a matching Simple IRA contribution after 6-months.

The ideal candidate should have at minimum three years of recent bookkeeping experience with QuickBooks and a willingness to service the public in a professional and friendly manner. Experience with a non-profit organization is desirable.

Responsibilities and Duties:

- Performing utility billing, bookkeeping, collection, payroll, receivables, and deposits
- Performing annual audit
- Process builder and group billing
- Process timesheets, payroll, and billing
- Assist with running monthly utility billing
- Assist answering daily incoming phone calls
- Assist in processing daily mail
- Assist end-of-day closing
- Other duties as assigned

Skills:

- Excellent interpersonal telephone skills with clear, concise communication
- Recent proficiency with computer programs, specifically QuickBooks and Microsoft Office
- Recent bookkeeping experience and understanding working with a non-profit organization
- Ability to prioritize and complete tasks as assigned in a timely manner

Qualifications:

- Recent experience in an office environment
- Software: 3+ years of recent experience working in QuickBooks
- Must be able to work from 8:00 AM – 5:00 PM Monday through Friday
- Reliable transportation

Salary Range: Depending on experience, qualification, and skills

Annual: \$33,280 – \$54,080

Hourly: \$16.00 - \$26.00

References Required: Submit 3 references

Interview Selection:

Qualified candidates will be contacted to arrange an in-person interview

Resume Required:

Submit your resume and references to: rickb@drippingspringswater.com or by mail to:

DSWSC, 101 Hays Street, Suite 416, Dripping Springs, TX. 78620

Attn: Rick Broun