

# Dripping Springs Water Supply Corporation

## Bookkeeper

We are seeking a long-term employee to join our dedicated team.

### Job Summary:

This position encompasses all aspects of utility billing. There will be face-to-face interaction while most interaction will be conducted by telephone or email with customers and vendors. A willingness to serve the public in a professional and friendly manner is vital. 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.

### Responsibilities and Duties:

- Performing utility billing, bookkeeping, collection, payroll, receivables, deposits, and reconciliation
- Prepare monthly financial reports
- Performing annual audit
- File and maintain tax quarterly reporting
- Process builder and group billing
- Assist Customer Service (phone calls & in-person)
- Assist in processing daily mail
- Assist opening office and end-of-day closing
- Other duties as assigned

### Skills:

- Excellent interpersonal telephone skills with clear, concise communication
- Excellent system problem solver
- Ability to analyze and interpret financial data
- Ability to prioritize and complete tasks as assigned in a timely manner
- Ability to maintain and create organizational systems

### Qualifications:

- Proficient in QuickBooks with 3+ years of recent experience
- Proficient in Microsoft Office and Excel
- Experience with a non-profit organization is desirable

### Hourly Range:

\$23 – \$29 Depending on experience, qualification, and skills

### Resume Required:

Submit your resume and 3 references to: [rickb@drippingspringswater.com](mailto:rickb@drippingspringswater.com) or by mail to:

Dripping Springs Water Supply Corporation  
Attn: Rick Broun  
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