

# Office Manager and Accounts Payable

Public Water District #3, Jefferson County, MO is looking for a full time, in office, skilled manager with experience in accounting and payroll. We offer a modern, small office with an employee friendly atmosphere. The position requires an experienced, well trained, responsible individual, looking for stability and security.

**Salary:** \$28.00 - \$32.00 @ hour based on experience.

## **Job Duties include but not limited to:**

- Responsible for accounts payable and accounts receivable.
- Monitor and post incoming revenue within the General Ledger.
- Processing payroll – maintaining current payroll tax deductions, submit withholding deductions to the appropriate entity.
- Reconcile and balance bank accounts.
- Prepare annual reports for Workman's Compensation Audits.
- Prepare Treasurer's Report for monthly District Board of Directors meetings.
- Provide documentation to CPA for monthly reporting and year end financials.
- Provide documentation to Auditors for annual audit.
- Provide general administrative support to employees regarding insurance, payroll or other Human Resource needs.
- Supervise and mentor office staff on office policy and company procedures.

## **Qualifications:**

- Proficient in modern financial accounting principles, practices, and in computerized accounting systems.
- Proficient in modern office software; QuickBooks, Excel, Word etc.
- Ability to multi task.
- Attention to detail and problem solving skills
- Accounting degree preferred or minimum four years bookkeeping.

## **Benefits Include:**

- Medical Insurance
- Vision Insurance
- Dental Insurance
- Disability/Life Insurance
- Pension Plan
- Vacation
- Paid Sick Days
- Holidays

Apply at [pwsd3jefferson.com](http://pwsd3jefferson.com)