

NOTICE OF POSITION OPENING

POSITION:	Office Associate II
STARTING SALARY:	\$16.00 - \$20.15 Depending on qualifications and experience
DESCRIPTION OF WORK:	See job description below
CLOSING DATE:	Submit application and resume if desired to: Lancaster Rural Water District, 310 Fir Street, Bennet, NE 68025 by 4:00 on April 30, 2018.

NATURE OF WORK:

This semi-Entry level position is responsible for specialized clerical work in the maintenance of financial records and reports. Work also involves responsibility for performing accounting clerical work requiring a knowledge of Quick Books and other Accounting Software. Work is performed in accordance with established policies and procedures. Work is performed under general supervision with work being reviewed through Board Meetings, results achieved and adherence to related regulations.

ESSENTIAL DUTIES:

- Prepares and enters personnel time, payroll data, maintains records for the purpose of annual audit, enrolls and makes changes in the benefit program, enters data relating to tax, social security, and other deductions; runs trial balances; runs computer in preparing pay checks, gross and net statements for employees, prepares monthly, quarterly, and annual reports of earnings, taxes, social security amounts, and answers questions concerning payroll or accounting matters from employees, supervisor and/or Directors of the Board.
- Works closely with Title Company, District Engineer and Developers within the area.
- Prepares billings to other agencies for work completed by the District and/or its Contractor, maintains accounts receivables files and records.
- Processes invoices for payment, assigns account and vendor numbers; checks invoices against purchase orders; enters invoices into compute files; prepares a variety of accounts payable reports to District Manager and Board of Directors, also prepares accounts payable checks.
- Prepares monthly billing reports for the District
- Helps prepare customers water bills for monthly billing.
- Prepares cash receipts and update accounts receivables and create bank deposits; Reconcile bank statements to confirm deposits made; Log Deposits into spreadsheets.
- Prepares regular and special financial statements and reports.
- Performs other work which is consistent with the essential functions of the job.

DESIREABLE KNOWLEDGES, ABILITIES AND SKILLS:

- Considerable knowledge of established policies and procedures of the District for financial management, accounting and reporting.
- Considerable knowledge of office practices, procedures, systems and equipment.

- Knowledge of basic principles of general cost, and budgetary accounting.
- Knowledge of general features and computerized accounting systems.
- Proficient in Excel, Microsoft Word, and Quick Books Application.
- Ability to counsel other employees in established procedures.
- Ability to establish and maintain effective working relationships with other employees, vendors, customers and the general public.
- Skilled in the operation of devices using an alphanumeric keyboard.

MINIMUM QUALIFICATIONS:

- Graduation from high school supplemented by college-level courses in accounting and financial management; considerable experience in accounting clerical work including some experience with computerized systems; or any equivalent combination of training and experience that provides the knowledge, abilities, and skills.

SPECIAL REQUIRMENTS:

- Employee must possess and maintain a current and valid Nebraska Driver's License.