



Job Description

Office Manager / Bookkeeper

The Office Manager / Bookkeeper works under the direction and guidance of the Board of Commissioners and primarily the ORWD Board Treasurer.

Job Overview

The Office Manager / Bookkeeper is responsible for the day-to-day operation of the ORWD office and ensures that all assigned office services and functions are performed efficiently and effectively. Duties include Accounts Receivable, Accounts Payable, producing reports in QuickBooks desktop, and general clerical office tasks, communicating with customers and board members as well as vendors and various associations.

This is a permanent part-time, permanent, at-will position located in Otter Rock, Oregon, approximately 20 to 30 hours per month. No benefits are associated with this position except State of Oregon mandated protected sick leave. Hours and days vary each week.

Responsibilities and Duties – Duties may include, but are not limited to, the following:

- Accounts Receivable, receive, post and deposit customer payments.
- Issue/process monthly billings and ACH payments.
- Post Accounts Payable invoices and generate payments.
- Receive invoices and forward to board members and/or Treasurer.
- Reconcile bank accounts, generate monthly reports for monthly board meetings.
- Receive phone calls/emails and respond to and or forward to board members.
- Maintain electronic and paper filing systems.

Required Knowledge and Skills:

Working knowledge of: Basic office methods and procedures; basic accounting and bookkeeping systems, procedures and techniques; financial terminology; basic financial information systems, banking systems, word processing and spreadsheet software.

Skills and Ability to: Process financial documents according to appropriate procedures; accurately count, record and balance transactions; Perform arithmetic calculations and enter data with speed and accuracy; Operate standard office equipment such as calculator and personal computer; Read, understand and apply ordinances, laws, policies and procedures applicable to scope of work; Organize and prioritize work to meet deadlines and demands of workloads with a minimum of supervision while maintaining accuracy and attention to detail; Communicate effectively with board members, other agencies and the general public using courtesy, tact and diplomacy; Maintain customer confidentiality.

Minimum Qualifications:

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position. Experience in QuickBooks desktop and MS Office is preferred.

Licenses/Certifications:

- High school diploma or G.E.D.
- Valid driver's license and clean driving record.

Working Conditions: Work in an office environment. May be required to sit, keyboard, write, hear and speak for extended periods. Work includes operating a variety of office equipment. Work activities may include bending, stooping, and kneeling. May be required to lift up to 25 pounds.

Pre-Employment Requirements

- Drug-testing
- Background check, Driving record