

Job Posting

Employment Opportunity — Part-time Bookkeeper/Office Manager/Mail Clerk

The Prudence Island Water District is seeking an Office Manager to perform its administrative duties, including correspondence, bookkeeping, and recordkeeping.

The ideal candidate will keep the office running smoothly, handle customer and vendor communications and relationships with professionalism, and have experience with Microsoft Office, email, and QuickBooks Online Advanced or similar software. A successful employee will be mostly self-sufficient, but will raise any questions or issues quickly so that they can be resolved.

Job duties include:

- Maintaining the customer contact information and accounts in QuickBooks
- Creating invoices, adding late fees, and mailing bills to customers
- Entering payments and depositing checks into the bank using a check scanner
- Managing and categorizing vendor invoices, paying bills, and entering these transactions into QuickBooks
- Processing timecards, payroll, payroll taxes, and direct deposit in QuickBooks
- Reconciling bank statements with the QuickBooks records
- Coordinating the collections process for delinquent accounts
- Gathering and stamping mail from our P.O. Box, processing the vendor and customer mail, and forwarding the rest to other employees or the Board, as appropriate
- Answering and/or returning phone calls to customers and suppliers, keeping details in a call log
- Producing Accounts Payable and other reports for the Board
- Working with the accounting firm to produce annual reports
- Printing and mailing bulk communications, such as consumer confidence reports
- Procuring office supplies, as needed
- Numerous minor duties such as responding to Dig Safe inquiries, handling final statements for property transfers, etc.

This is a part-time, hourly position, with busier times in April, June, and January when bills are sent. While many of these duties can be performed remotely, some printing, filing, and account research will need to be done in our Prudence Island main office. Also, while most of the work can be done on a flexible schedule, the ideal candidate would be able to commit to several fixed “office hours” a week to field customer phone calls.

Prudence Island Water District is an equal opportunity provider and employer.