

CENTRAL DAVIS SEWER DISTRICT

Position Title: Bookkeeper / Administrative Assistant

Employment Status: Part-Time (30–40 Hours Per Week) with Benefits

Work Schedule: Monday through Friday, minimum of six (6) hours per day. Work hours will be determined by the District Manager based on District needs.

Applications available on line at cdsewerut.gov or by emailing jillj@cdsewerut.gov

Job Summary

Under the direction of the District Manager and Assistant District Manager, performs bookkeeping, payroll, accounting support, and general administrative duties. This position is responsible for accounts payable, payroll processing, record keeping, and office support services.

Essential Duties and Responsibilities

Bookkeeping and Accounts Payable

- Receive, review, and enter invoices into the accounting system.
- Prepare checks and electronic payments.
- Maintain vendor files and payment records.
- Assist with general bookkeeping and financial record keeping.
- Reconcile accounts and prepare reports as assigned.

Payroll Administration

- Collect and verify employee time records.
- Process payroll and maintain payroll records.
- Assist with payroll tax and benefit reporting.

Administrative Support

- Answer and direct phone calls.
- Greet visitors and assist customers.
- File, scan, and maintain records.
- Process incoming and outgoing mail.
- Perform data entry and prepare documents.
- Maintain confidentiality of District records and information.
- Perform other duties as assigned.

Minimum Qualifications

- High school diploma or equivalent.

- Two (2) years of experience in bookkeeping, payroll, accounting, or office administration.
- Working knowledge of bookkeeping, accounts payable, payroll, and office procedures.
- Proficient in Microsoft Office, especially Excel and Word. Must be able to learn
- Experience with accounting software preferred.
- Ability to maintain accurate records, manage multiple tasks, and work independently.
- Strong communication and customer service skills.
- Government accounting experience preferred.
- Must be bondable.

Physical Requirements

Work is primarily performed in an office setting and requires sitting, standing, walking, bending, reaching, and lifting office materials weighing up to 25 pounds.

Compensation

Hourly wage starting at \$26.90, dependent upon qualifications and experience. Benefits and leave are provided in accordance with District policy and applicable law.