



Job Description: Part-Time Office Assistant/Bookkeeper

Salary Range: \$13.00 - \$17.00 Hour

FSLA: Non Exempt

Estimated Hours per Week: 25 hours

SUMMARY OF POSITION

Provide administrative and accounting support across the organization.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Administrative Assistant
2. **Directs:** This is a non supervisory position.
3. **Other:** Has contact with other District employees and occasional contact with the Board of Directors, engineers, attorneys, customers, vendors and the general public.

EXAMPLES OF WORK

Essential Duties

- Answer telephone and greet public in professional manner.
- Enter and update data, make file labels, type letters.
- Maintain filing system.
- Assist with various outgoing mailings, internet research and other special projects.
- Accept payments from walk-in customers.
- Monitor office supplies inventory.
- Other clerical duties as periodically assigned.
- Use QuickBooks to enter daily expense information from source documents.
- Assist with other accounting functions as needed.

For the purpose of compliance with the American With Disabilities Act (ADA)
This job description does not take into account potential reasonable accomodations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: computer software including QuickBooks, Microsoft Word, Excel, Power Point and Outlook.

Skill/Ability to: work under general supervision; strong communication skills; friendliness, organizational skills and the ability to maintain confidential records. A working knowledge of accounting and Quickbooks software.

ACCEPTABLE EXPERIENCE AND TRAINING

High School Graduate/Diploma or equivalent and working knowledge of Quickbooks and Microsoft Office products; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Texas driver's license

Applicant Signature

Date

Superintendent Signature