

WRIGHT RUNSTAD & COMPANY

POSITION TITLE

Spring District Part-time Bookkeeper

ACCOUNTABLE TO

Financial Accountant

SCOPE OF RESPONSIBILITIES

This position provides bookkeeping support for The Spring District as well as direct support to the Financial Accountant.

BASIC DUTIES AND RESPONSIBILITIES

Accounts Payable –

- Code and input invoices into the accounting system.
- Print checks for all entities.
- Prepare Spring District entity checks for signature and mailing.
- Maintain supply of check stock for computer printing of checks.
- Maintain vendor invoice files.
- Set up new vendor information in Yardi accounting system and enter changes as needed to maintain accurate information.
- Obtain W-9 from all new vendors and maintain W-9's for all vendors.
- Generate 1099's at year-end for all entities.
- Handle vendor inquiries.
- Prepare State of Washington excise tax form and submit by internet.
- Prepare city B&O tax forms and submit by the due date.

Accounts Receivable –

- Make bank deposits.
- Enter cash receipts into accounting system.
- Review and collect outstanding accounts receivable each month and provide report to the Financial Accountant at month-end of delinquent accounts receivable.

General Ledger -

- Enter journal entries to record cash transfer activity and other entries, as requested. Provide backup with appropriate documentation. Give clear, concise descriptions for readability in the general ledger.
- Enter all entries for month-end by the 20th of each month.
- Prepare reconciliations of various general ledger accounts at month-end.

Other Duties -

- Assist with month-end accounting procedures as requested.
- Prepare special schedules, as requested.
- Assist in annual budget preparation.
- Assist with archiving accounting files at year-end and creating files for the new year.
- Provide back-up support to the Financial Accountant, as needed.

Spring District Bookkeeper

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KNOWLEDGE AND SKILLS

Knowledge of basic accounting principles and bookkeeping. Experience with Excel. Experience with Yardi or other accounting software. Knowledge of office procedures including typing and ten-key techniques.

Ability to relate well to others and perform under tight time constraints and meet deadlines. Good communication skills dealing with others both in person and by phone. Ability to organize and work independently on projects using good judgment and resourcefulness. Ability to research data as directed or on own initiative.

EDUCATION AND EXPERIENCE

Bachelor's degree in accounting or business administration with a focus in accounting with two to three years office experience as a bookkeeper is preferred. Additional work experience may be substituted for education.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 5 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For employees working 20 or more hours per week, the Company offers a comprehensive benefits package that includes employer-sponsored medical, dental, and vision premiums for the employee; Health Care and Dependent Care Flexible Spending Accounts; employer-paid life insurance, and long-term disability insurance. The Company also provides 10 days of vacation per year in the first year of employment with scheduled increases based on length of service and 11.5 paid holidays. Accruals and holiday pay are pro-rated for employees working less than 40 hours per week.

The salary range for this part-time position is \$30.05 to \$33.65 per hour. The starting/hiring range is also \$30.05 to \$33.65 per hour. Estimated 20 hours per week.