

Hardin County Water District No. 2 Advertisement For Bookkeeper

Hardin County Water District No. 2 is now accepting applications for a Bookkeeper. This position will report to the Accounting Manager. This is a full-time position. Compensation varies depending on education.

The position will work in our Accounting department, and have responsibilities with our project accounting, financing, debt management, and basic monthly financial reporting. This position will require flexible skills in most areas of the administration department.

The ideal candidate will have strong computer skills and communication skills, be adaptable to various roles, work well with others in the department and across the company, and have attention for details. Degree in Accounting is a plus.

Applications can be downloaded from our company website and submitted to Kelli Lee by Monday, December 18, 2017.

www.hardincountywater2.org

- Verifies, allocates, and posts details of business transactions to accounts.
- Compiles reports to show statistics such as cash receipts and expenditures, accounts payable, profit and loss, and other items suitable to operation of business.
- Prepares withholding, Social Security, and other tax reports.
- Completes records to or through trial balance.
- File monthly invoices and other paperwork.
- Prepares checks from payment voucher and invoices for processing through accounts payable.
- Maintain paybacks and issue checks.
- Maintain and process all insurance records and forms.
- Other duties deemed necessary by supervisor.