

Position Title	Department	Reports to
Office Bookkeeper	Office	Office Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	2025

About Our Company

GSSUD is the public water supply for Scurry Rosser

Job Summary

The purpose of this position is to provide a well-rounded consistent/clear office bookkeeping. The employee(s) will work 40 an hour work week.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Documenting financial transactions details and monitoring the transactions
- Preparing and filing financial documents
- Process accounts payable and accounts receivable
- Fact-checking accounting data
- Reconciling bank accounts and credit cards
- Assisting with payroll and tracking payroll data
- Assisting with tax payments and returns
- All currency entries from UMS activity
- Cash monitoring/validation
- Manage Website
- Board Meeting preparation/tracking

Minimum Qualifications

- Ability to use computer and various Microsoft products.
- 17 years of age or older.
- Ability to take direction and think independently.

Physical Demands and Work Environment

Physical Demands:

- Environment, such as office or outdoors.
- Essential physical requirements, such as climbing, standing, stooping, or typing.
- Physical effort/lifting, such as sedentary - up to 20 pounds.

Working Environment:

- Frequent speaking, listening, sitting, use of hands/fingers across keyboard or mouse, handling other objects, long periods working at a computer.
- Service center environment with moderate noise level due to Representatives talking, computers, printers, and floor activity.
- The dress code is business casual.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by:	
Name (Print):	Signature:
Title:	Date:
Received and accepted by:	
Name (Print):	Signature:
Title:	Date:

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.