Office Manager- Accountant

The Kootenai-Ponderay Sewer District is hiring for a full-time position in the Business Office.

Long term position
40 hours per week
Benefits available after introductory period
Minimum Education: College- Associates Degree with focus on Accounting
Valid State Drivers' License required
Starting Wage-$30.00-$32.00 per hour-DOE
Experience: Minimum 1 year Administrative/Accounting experience
Minimum required typing speed: 45 wpm
Minimum lifting requirement: Up to 40 pounds.

General Duties:

- Proficient with MS Word, Excel, Outlook and familiar with MS Access
- Familiar with QB Pro
- Proficient with accounting software
- Preparation of Board meeting financials and attendance at meetings
- Proficient with A/P, A/R and Payroll
- Verification of deposits and bank reconciliations
- Maintain various spreadsheets for tracking and verification of payments
- Must be a self-starter and quick learner
- Will be responsible for communicating between legal counsel and Board
- Able to do all functions of bookkeeping including payroll
- Annual Audit preparation
- Annual budget preparation
- Supervise all functions of a small office staff
- Other duties as assigned

This position is being filled to train to take the position of the business office manager/treasurer and requires attention to detail, accuracy, and the ability to prioritize work tasks and manage time effectively. Good verbal and written communication skills and excellent math skills are a must. This position requires strong accounting knowledge and skills. Governmental office experience is a plus but not a requirement. Honesty, integrity, good people skills and the ability to work well in a small office environment are required. This position will need to be willing and able to perform all functions of a small office if, and when, needed. Pre-employment drug testing and background check are required. See the District's website or the Department of Labor website for more detailed information. Applications are available on the District's website or at the office located at 511 Whiskey Jack Road, Sandpoint. (208)263-0229. The District's Application for Employment must be completed and submitted. A resume' is requested.