

The **Startup Water District** is looking for a new Water District Manager/Bookkeeper

Applicant should have a strong background in Accounting

The New Hire should also have knowledge of....

- *Budgeting Principles

- *QuickBooks Accounting Program

- *Public Records Act

- *Public Meetings Act

- *Various Tax forms

- *Will also have to become knowledgeable and fluid with – Water Solutions Billing program and Badger Meter Reading

- *It would be a bonus if new hire knows the “Principles of government accounting”

Examples of work to be performed are:

Agendas for monthly meetings and minutes, State and Federal tax forms, Monthly billings, Customer relations, Transfer funds between County and District bank accounts, Annual Audit Reports, Balancing of QuickBooks A/R with Water Solutions A/R, Keep Website updated, Renew Insurance Policies, Interlocal Agreement with Sultan and Bank Reconciliations

Please contact the Startup Water District @ 360.793.1833 and ask for Nick Sanders