



Bookkeeper/Office Assistant

Position	Bookkeeper/Office Assistant
Location	South Lake Tahoe, California
Salary	\$15.00 – 18.00 per hour (depending on experience)
Duration	Year Round – 20 hours a week

Job Description

As a staff member of the Tahoe Resource Conservation District (Tahoe RCD) and working under the direction of the Grant Manager, the Bookkeeper/Office Assistant will be responsible for bookkeeping, accounting, and clerical/administrative duties.

Work is performed in the Tahoe RCD office, which can involve long hours and extended periods at a desk. Frequent interruptions to planned work activities will occur.

The position is considered 'at will' and is a year-round, part-time, exempt employee and is a 1 year term with the possibility of extension based on available funding.

Specific Job Description

Bookkeeping Duties

- Analyzes and codes all payroll, invoices and deposits, and posts into QuickBooks; ensures accuracy, completeness and compliance with applicable District rules, policies and procedures
- Prepares and submits all transmittals and payroll to El Dorado County for payment
- Maintains records for Accounts Receivable, Accounts Payable & Cash Balance
- Reconciles vendor statements
- Organizes and maintains financial records such as departmental activity accounts, monthly and yearly financial reports, and fixed asset accounts
- Prepares Financial Statements and reports including Profit and Loss statements and Balance Sheet
- Prepares annual sales and use tax reports for payment to the State Board of Equalization
- Prepares Quarterly Performance Budgets
- Ensures Accounting Policies & Procedures are current and adhered to
- Reviews, reconciles and distributes annual tax returns
- Analyzes and reconciles various general ledger accounts; prepares and posts journal entries as needed
- Assigns accounting/project codes and keeps listings current
- Prepares special accounting reports as requested
- Prepares documents for annual audits and year-end closing

Office Administration

- Serves as receptionist and customer service representative, greets the public and provides information on routine questions and directs complex technical questions or unusual requests to appropriate staff members
- Adheres to and enforces safety policies and procedures

- Monitors fleet vehicles and office equipment and arranges services when needed
- Coordinates District IT needs
- Coordinates general office administration
- Monitors office supply inventory and purchases items when needed
- Sets up and maintains a variety of files
- Other duties as assigned by the Grant Manager

Qualifications and Abilities

- Knowledge and experience with bookkeeping and generally accepted principles accounting; government accounting experience is desirable
- Highly organized and detail oriented
- Computer skills including knowledge of QuickBooks, Microsoft Word, Excel and PowerPoint
- Possess qualities of tact, patience, and understanding required to maintain and foster the long-term relationships necessary for the success of the District
- Two years related work experience and a strong interest in providing high quality administrative support to a professional team
- Bachelor's degree in Accounting or Business Administration preferred, but not required

Additional Requirements

Work is performed at a desk (90%) and in the greater office (10%). Office environment has natural and artificial lighting. Frequent interruptions to planned work activities will occur. Position will require flexible work hours when needed (occasional evenings and weekends). Incumbent may be required to use personal vehicle for work duties. District will reimburse mileage at the federal rate.

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Ability to lift and carry up to 20 to 40 lbs and ability to sit (90%), walk (5%) and stand (5%) for intermittent periods of time and on a frequent basis; occasional bending, kneeling, squatting, reaching overhead, stretching, and climbing stairs; strength, dexterity; coordination and vision to operate personal computer and view video display terminal for frequent periods; and the ability to communicate on a telephone, via email, and in person.

Must possess a valid California or Nevada Class "C" driver's license and show evidence of a favorable driving record. A DMV printout may be required prior to employment. Must comply with Federal, State and local regulations and practices related to Equal Opportunity, sexual harassment, and a drug-free workplace.

Please Note

All positions are contingent upon funding and workload requirements.

How to Apply

Please submit resume and cover letter to:

Tori Walton: twalton@tahoercd.org and Human Resources: mpeart@tahoercd.org.

Write as a subject heading "Bookkeeper/Office Assistant- INSERT YOUR NAME". Applications are accepted via email only.

Final Filing Date

Position is open until filled.

TAHOE RCD IS AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE TAHOE RCD TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.