

Office Manager / Bookkeeping
Redlands Water and Power Company

Redlands Water and Power Company (RW&PC), originally founded in 1905 as Redlands Irrigation & Power Company, is one of the longest running companies in the Grand Valley. RWPC supplies irrigation water to the area of the Grand Valley known as the Redlands, servicing about 6,000 shares of water stock over 4,500 acres of land in the Redlands area of western Colorado. RW&PC is committed to delivering irrigation water and clean hydro-power electricity for a greener environment.

As RWPC seeks to provide excellence in our irrigation services, we are looking for a full time Office Manager / Bookkeeper to join our team.

The ideal candidate will be a self-starter and have proficient knowledge of all aspects of bookkeeping, as well as excellent verbal/written communication skills.

The position is responsible for providing daily office support and bookkeeping tasks to ensure our company adheres to best practices and requirements for business operations and reporting. This is a full-time position that will report to the General Manager. Confidentiality, efficient time management and attention to detail are essential for this position. The Office manager will help us stay on track towards organizational goals, ensure adherence to company policies and work to improve processes in day-to-day operations. Responsibilities for the role are as follows:

Essential Functions and Responsibilities:

- Accounts Payable / using job costing. Paying invoices on-time
- Accounts Receivable / Invoicing. Entering payments / Deposits / Collections
- Weekly timecard reconciling and payroll entering
- Maintain all contracts, company files, vendors, and shareholder accounting files
- Scanning of all files into different programs / manage all programs for the office
- Work up all reports needed for liability and workers comp audits / work with auditors
- All necessary reports for job costing, loans, banking etc. Must be able to pull reports at a moment's notice
- Reconcile and maintain the petty cash account
- Answer phones in a professional manner and assist with shareholder and public inquiries
- Payroll preparation, calculations, and reporting
- Performs some Human Recourse updates, postings, and other H-R duties such as coordination of human resource paperwork for the organization including background checks, on-boarding and separation, health insurance, 401k and other benefit management
- Hands on experience with office machines (i.e.: Fax machines, printers, etc.)

Qualifications and Skills:

- 3+ years proven bookkeeping experience
- 3+ years of experience and proficient in QuickBooks Desktop Pro
- 3+ years of experience and proficient in Access
- Experience with bookkeeping, payroll, receipt, and payment tracking
- Proficient with MS Office / excellent skills in Excel

- Previous experience as an Office administrator or Bookkeeper is a plus
- Ability to become or are already a public notary
- Detail-oriented, organized, consistent, dependable, and honest
- Analytical / data-driven mindset; good with numbers and spreadsheets
- Must be a self-starter and have the ability to work independently and comfortable working solo and interacting with employee & customers

Required Drug Screening; Pre-employment and random, background screening and Motor Vehicle report clearance per company insurance guidelines

Compensation and Benefits:

- Hourly wage compensation commensurate with experience and qualifications, from \$22.00 to \$25.00 per hour.
- Vacation Pay and 7 Paid Holidays (6 fixed and 1 Floating)
- Some work from home may be available under certain circumstances
- Company medical insurance premium for employee 100% paid (additional insurance for their dependents may be available at cost to employee)
- Retirement 401(k) plan with company contributions match of up to 5%

Work Schedule:

- 8 to 10 hour daily shifts
- Monday to Friday (or 4 x 10/Hr. days)
- Monthly Board (BOD) Meeting (evenings 4 – 7 pm) if required