

Redlands Water and Power Company (RWPC)

POSITION/JOB DESCRIPTION “Office Manager/Bookkeeper”

Job Title/Position: Office Manager and Bookkeeper

Compensation Status: Hourly

Reports To: Manager and/or Operations Manager

Location: 2216 S. Broadway, Grand Junction, and generally Grand Junction area travels

Redlands Water and Power Company (RW&PC), originally founded in 1905 as Redlands Irrigation & Power Company in Grand Junction, is seeking to fill the position of Office Manager / Bookkeeper.

RW&PC 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.

General Purpose of Position: The Office Manager/Bookkeeper performs the day-to-day accounting functions, developing and implementing the necessary financial reports with a focus on excellent customer service. They will also oversee the general management of the office and administrative duties, including communication with customers and shareholders. This person is responsible for streamlining administrative procedures, managing accounts payable and receivable, and shareholder accounts, as well as ensuring RW&PC maintains compliance with all company policies.

Authority to: Make decisions for general bookkeeping, limited purchases, limited signing as company representative, etc.

Supervision Exercised: Daily as needed for other full or part-time office assistant if that position is in place.

Essential Position Functions and Responsibilities:

Financial and Accounting Management:

- Manage shareholder accounts, including preparing reports, reconciling company bank, credit card, loan, and other accounts daily ; and processing monthly bank reconciliations for all cash, savings, and credit accounts.
- Prepare monthly “Financial Package” for board of directors and management, and compile data for year-end close processes, balancing accounts, job costing, and other financial reports as needed.
- Coordinate audits, assist external auditors, and prepare audit reports as needed for the auditor and company.
- Assists with company taxes in coordination with the auditing firm.
- Review insurance reports and rates with managers, including workers compensation, liability, umbrella, auto, and others for annual renewals or incidents.
- Performs assistance for grant funding documents, reports, fund payments, and other documentation required by grant provider and for review by manager.

Other occasional functions of the position are as follows:

Accounts Payable:

- Maintain the accounts payable process, including data input, matching, monitoring, and payments with high degree of accuracy.

- Prepare vendor and contractor 1099's, and input contractor invoices upon manager approval, ensuring current certificates of insurance are on file for contractors prior to payment.
- Ensure vendors and contractors are provided with proper tax exemption information if exempt project.
- Prepare lien waivers in conjunction with accounts payable and ensure execution of previous lien waivers prior to additional payments to vendors and contractors.
- Prepare all accounts payable reports and review or receive approval from manager, including accounts payable reports and "Cash Requirement" reports.
- Process employee expenses and/or reimbursement forms.
- Prepare applications for credit, submitting to the manager for review, and monitor, review, and enter receipts for all credit card accounts.

Accounts Receivable:

- Maintain shareholder and customer master information data in accounting system and management software with backed-up security.
- Enter accounts receivable invoices and process payments that have been approved.
- Manage account receivable process and includes following up on outstanding AR.
- Monthly Project reports as needed for CIP and grant funded projects.

Processing Payroll and HR:

- Processing and managing the payroll.
- Processing Payroll taxes, filing quarterly online & paying via EFTPS and CO DOR.
- CO Withholding and CO Unemployment Insurance.
- Address issues and questions regarding payroll from employees.
- Knowledge of legislation and regulations regarding payroll.
- Process payroll and checks using payroll software (QB) and direct deposits.
- Perform background checks, schedule drug and alcohol testing and process applications and employee separation documents. Scheduled drug screens, and manage and monitor Random Drug Screen Pool.

Project Coordination and Job Costing:

- Assists Manager with input and manage project information in the accounting system, including new project budgets, contractor information, materials, equipment, and complete job close out process for completed projects.
- Assists Manager to prepare reports for managers, including monthly project costs reports, and project specific payable reports to ensure proper disbursement of funds to vendors and contractors when payments are received. Prepare reports when asked for by Board Members.
- Maintain proper accounting numbers, descriptions and project/job cost code information in the accounting system.
- Prepare and distribute reports, including job costs for managers and board of directors.
- Other duties as assigned.

General Office Duties:

- Answer inbound phone calls promptly during business hours. Updates and makes changes to the automated phone system as needed.
- Pre-screen incoming calls and vendors in a proper manner and appropriately forward or handle as needed.
- Respond to any voicemails and/or messages from phones.
- Manage and respond to inbound email correspondence and/or forward accordingly.
- Greet customers and all other visitors to the office promptly and professionally.
- Oversee proper filing of daily work orders, purchase orders, and receipts.
- Process timesheets for payroll processing.
- Handle A/R and prepare deposits for bank deposit run.

Tasks Performed by the Position:

- Managing and distributing information in a timely manner.
- Managing inventory and logging of assets.
- Ordering supplies, i.e. printer toner, paper reams and misc. office supplies from office supplier.
- Scheduling and attending meetings for annual insurance renewals
- Sending out and receiving mail and packages.
- Sending faxes and scanning/emailing on MS Outlook.
- Managing documents and files in a professional clear format and manner.
- Sending and receiving documents for the company.
- Assisting in various daily operations, and Ditch Rider updates, forms and HG lists.
- Storing, organizing and managing files both electronically and hard copies.
- Type, edit and proofread documents and contracts as requested.
- Operating a range of office machines such as photocopiers, postage meters and computers.
- Bookkeeping on QuickBooks Pro and Access.
- Creating spreadsheets and charts on MS Excel.
- Maintaining a large vehicle/equipment list.
- Assist GIS (consultant) with reports, documents, data, and program updates.
- Online or drop-off bank deposits.
- Setting up job/project files both electronically and/or hard copies.
- Billings, certificate of insurance & occasional invoicing.
- Billing change orders, and having amendments signed & returned.
- Provides some contract and grant review in assisting the Manager.
- Make payments for leased/financed equipment online or by check.
- Maintaining business accounts online through portals, for vendors and suppliers, for record keeping and accounting.
- Maintaining other online accounts as required.
- Updating required log-in accounts for vendors, government agencies, and online form submissions.
- Research and Prepare documents for Annual meeting
- Communicate with title companies regarding stock assignments and prepare documentation for auction

Position Requirements:

Minimum Education and Experience:

- High School Diploma.
- College coursework in accounting (a plus, not required).
- Three plus years in business and job cost accounting experience a plus.
- Three plus years AR & AP experience.

Preferred:

- Experience with current QuickBooks accounting, Access, Excel, and MS Office Suite

Minimum Required Skills, Ability, Licensing, Certification, Training, etc.:

- Ability to efficiently manage time and deadlines.
- Valid Colorado driver's license.
- Microsoft Office proficient (Word, Excel).
- Experience with QuickBooks, Access, QuickBooks Online and web based software preferred.
- Good knowledge of Payroll software (QB).
- Excellent presentation, written, and verbal communication skills in English, with demonstrated proficiency in composing written communications and speaking over the telephone.
- Ability to read, analyze, and interpret financial reports and contract documents.
- Experience utilizing computer programs, including MS Office Suite.
- Proficient use of a Ten-Key calculator.

- Comprehension and application of Basic Accounting Principles.
- Strong work ethic and ability to provide exceptional customer service.
- Professionalism in appearance and demeanor with a positive attitude.
- Strong organizational skills and ability to coordinate multiple tasks in a fast-paced environment.
- The ability to communicate information and ideas clearly.

Tools, Equipment, or Machines Required to Operate:

- Phones, Conference phone, and internet phone system.
- TV/Projector screen, DVD, laptop.
- PC, monitors, copier/scanner/printer.
- Car or Pick-up truck (company vehicle for delivery, pick-up or meetings).
- Cell phone, Tablet, typewriter, and calculator.
- Typical office tools.

Physical Requirements:

- *General:* Ability to perform the duties required.
- *Lifting:* Must be able to lift 20 lbs. from the ground to a height of 30 inches.
- *Exposure to Elements:* Minimal; Typical weather elements in this region.
- *Handling of Dangerous Equipment:* none
- *Risk of Assault or Injury:* minimal
- *Other Hazardous Working Conditions:* minimal

Scheduled Workdays and Hours:

- Typical hours from 7am to 5:30pm but may be adjusted seasonally or as needed. Currently 7am-5:30pm (four 10/Hr. days).
- 40 hour work week, full time.
- Some overtime may be required occasionally.

Vacation Time / Paid Holidays / Sick Leave:

Refer to RWPC's current edition "**Employee Handbook**" for details of Vacation, Holidays, and Vacation time. Vacation benefits after the first 12 months of full time employment. 6 – Paid Holidays observed as no workdays and paid vacations per RWP Handbook.

Judgment/Decision Making:

Exercise good judgment at all times, continuously staying focused with the tasks at hand.

Eligibility for company benefits is contingent upon completion of an initial 60 day employee probationary period.

A copy of the current Redlands Water and Power Company (RWP) "Employee Handbook" will be provided for those applicants who are considered for this position. It is the policy of RWP that all employees read, agree, sign, and date the handbook prior to employment.

ALL EMPLOYMENT IS AT-WILL, MEANING THAT EITHER THE EMPLOYEE OR EMPLOYER MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANYTIME WITH OR WITHOUT CAUSE OR PRIOR NOTICE. RWPC is an EOE.