**OFFICE BOOKKEEPER**

**(3/04/19)**

**Definition of Duties:**

Under the supervision of the Director of Administrative Services, to perform bookkeeping and other clerical duties as required.

**Examples of Duties:**

* Take payment from customers.
* Reconcile cash drawers and prepare daily receipt recap and bank deposit.
* Prepare bills for payment, enter into computer and produce paychecks.
* Order office supplies as required.
* Perform duties required to close the District’s books each month.

**Desirable Qualifications:**

* Knowledge of modern office practices and procedures including business correspondence, filing and standard equipment operation.
* Computer proficiency in Quickbooks Pro, Microsoft Word, Excel, Outlook and Internet applications.
* Demonstrated ability to perform clerical and bookkeeping work of average difficulty.
* Understand and carry out oral and written directions.
* Any combination of education and experience equivalent to graduation from high school and three years bookkeeping experience.
* Other bookkeeping duties as required.

**Must Be Able To:**

* Work with the public.
* Communicate clearly and concisely, both orally and in writing.
* Follow both written and oral directions.
* Pass pre-employment physical.

**Pay Scale:**

$18 to $28 per hour depending on experience.

**Application Deadline:**

March 21, 2019. Submit an employment application and resume to HBHRCD, Attention Clerk of the Board, 601 Startare Drive, Eureka, Ca, 95502