



Inverness Public Utility District

<https://www.invernesspud.org/>

50 Inverness Way

P.O. Box 469

Inverness, CA 94937

415 669 1414

shelley.redding@invernesspud.org

Position: Full Charge Bookkeeper	Type: Full-Time, 32 - 40 hours per week
Reports To: General Manager	Salary Range: \$58,240 - \$83,200 based on hours and experience.
Location: Inverness, CA Marin County	Application Period: Open until filled

The Inverness Public Utility District (IPUD) has an exciting opportunity for an experienced full charge bookkeeper to work in a dynamic office that supports the operations of both the water system and the volunteer fire department. IPUD is a Special District located in Western Marin County along the western shore of Tomales Bay. The District operates a public water system with service to 519 customers (Residential and Commercial) within its service area. The District also provides fire protection, emergency medical response, and disaster management to the community of Inverness in West Marin County.

This position reports to the General Manager and is responsible for performing the day-to-day fiscal duties of the Water System and Fire Department, including accounts receivable and accounts payable, financial reporting, budgeting and fiscal analysis. This position assists in administrative functions of IPUD departments, projects, and programs as assigned by the General Manager. While specified knowledge related to government finance is desired, the emphasis is upon the overall skills of the applicant. The ability to manage multiple projects is key to the applicant’s success.

All IPUD services are provided in a safe, courteous, efficient manner in compliance with State and Federal regulations and District policies. The successful applicant must provide excellent customer service to internal and external District customers in a professional, courteous, and business-like manner. The successful applicant behaves in an ethical manner with integrity and honesty, is an example to others and displays loyalty to the District and supports its mission and vision.

Duties/Responsibilities

Under general direction, performs general accounting work including monthly bank reconciliations, quarterly reconciliations, bi-monthly utility billing, weekly accounts payable including autopayment tracking and voucher issuance. Accounts receivable recording in both District accounting software and utility billing software (including payment by checks, AR Box and ACH file upload in banking software application).

POSITION ANNOUNCEMENT – FULL CHARGE BOOKKEEPER

Duties may include:

- **Manage Accounts Payable and Receivable:** Handle all separate incoming and outgoing payments, ensuring timely and accurate processing.
- **General Ledger Maintenance:** Maintain an accurate and up-to-date general ledger, making necessary adjusting journal entries.
- **Financial Statements:** Prepare monthly, quarterly, and annual financial statements, including profit and loss statements, budget to actual comparisons balance sheets, and cash flow statements. with emphasis on the District's accounts receivable, accounts payable, payroll and fixed asset functions.
- **Budgets:** Assist with preparing and monitoring budgets and the preparation of the overall District budget and updates as assigned.
- **Enterprise Customer Accounts:** Updating and maintaining accurate records of customer accounts, including receivables, delinquencies, and property transactions, and assisting with maintaining the District's customer information and financial information systems and preparing bills and notices to IPUD customers with 3rd party billing vendor.
- **Payroll:** Performing responsibilities as assigned (directly or in coordination with a third-party payroll vendor).
- **Vendor Accounts:** Establishing and maintaining accurate records of vendor accounts, including vendor invoices and payments, and assisting with the monthly and end of year reporting requirements.
- **Reports:** Performing a variety of routine financial recordkeeping work in the preparation of financial records and reports. Prepares written summaries of data when needed.
- **Annual Audit:** Assist with annual audit by providing necessary financial records and documentation to the Auditor and General Manager as required.
- **Other Duties:** Performs other related duties as assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in QuickBooks Desktop Pro accounting software.
- Proficient in Microsoft Office Suite, Adobe and related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping.
- Ability to work independently.
- Ability to learn new software applications, including remote access applications.

Education/Training

- High school diploma or equivalent.
- Associate's degree in business administration and/or bookkeeping preferred

Qualifications and Requirements

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

- Three to five years of experience as a Full-Charge Bookkeeper.
- Prior administrative or accounting experience with a utility district or government agency desired.

The District reserves the right, in its sole discretion, to waive any requirement and/or substitute equivalencies.

Board of Directors: Kathryn Donohue President • Ken Emanuels, Vice President
David Press, Treasurer • Brent Johnson • Dakota Whitney



Shelley Redding, General Manager
James K. Fox, Chief of Operations (Fire Chief, Water System Superintendent)

POSITION ANNOUNCEMENT – FULL CHARGE BOOKKEEPER

EMPLOYMENT BENEFITS:

- Health Insurance – Medical paid up to 85% of monthly health insurance premium* for employee and dependents.
- Dental and Vision paid at 85% of monthly premium for employee and dependents
- Employee Assistance Program paid 100% by District.
- Retirement – Inverness Public Utility District contracts with the California Public Retirement System, 2%@57, with employer and employee portion paid 100% by District.
- 457 Deferred Compensation Plan available for participation, 100% paid by employee
- Vacation – Equivalent to two weeks for the first two years
- Sick leave - Equivalent to two weeks based on schedule according to State law.

APPLICATION: Resumes can be submitted by e-mail to shelley.redding@invernesspud.org. References should be available and provided upon request.

SELECTION PROCESS: Qualified applicants that best meet the needs of the District will be invited to participate in the next step of the selection process. The interview and selection process will take place in January 2025.

PRIOR TO APPOINTMENT: The candidate will successfully pass a background investigation and provide residency verification at the time of hiring.