



Mission: To provide noxious weed and pest management services to the residents of Fremont County by applying integrated pest management practices which consider the environment, the economy, and the well-being of our resources.

*Safety * Public Service * Communication * Innovation * Dedication * Education*

Job Title – Bookkeeper/Administrative Assistant

Location – Lander, Wyoming

Reports to –District Supervisor

FLSA Status - Non-exempt, Full Time, Salary

SUMMARY:

Under the direction of the District Supervisor, the position exercises considerable discretion and responsibility towards the implementation of the District bookkeeping, records retention, payroll, and office operations.

DUTIES AND RESPONSIBILITIES:

Essential Duties

- **Office Management** – Assists with District office operations
- **Accounts Payable:** Organizes and administers the District accounts payable operations
- **Reception and Customer Relations** – Assists with District related incoming phone calls; communication with customers and vendors for bookkeeping, accounting and general business relations.
- **Bookkeeping** - Responsible for basic accounting; organizes and administers the District bookkeeping requirements; responsible for recording and maintaining District financial transactions as budgeted; responsible for basic accounting
- **Records Keeping and File Management** - Organizes and manages the District official records; administration of legal file retention, privacy and sharing
- **District Payroll** - Organizes and manages the District payroll; accounting for payroll records including, but not limited to, wages, deductions, taxes and benefits; understands and adheres to payroll laws and regulations standards

Other Duties

- Organizes the District administratively and financially
- Responsible for all accounts payable functions, paying bills, monitoring budget, preparing payroll, state and federal payroll reports, reconciling bank statements, developing monthly, quarterly and annual financial statements, maintaining fixed assets and inventory records and prepares for the annual audit
- Responsible for administrative functions such as, but not limited to, preparation for board meetings, legal compliance with state and federal laws, bonding and insurance, vehicle licensing, employee records
- Purchases equipment and supplies under District guidelines
- Participates in professional development
- Develops and provides record keeping training to all new staff fostering a positive attitude toward District goals
- Resolves disputes between the District and cooperators
- Produces reports as requested to provide management data for the Supervisor and Board of Directors
- Maintains and safeguards all personnel records
- Calendars District activities
- Safely operates, protects and maintains all assigned District equipment including computers and office machines
- Performs all other duties as assigned by the Supervisor

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain high degree of motivation in team members to retain focus of providing highest levels of customer satisfaction
- Ability to build strong bonds with employees to foster open, honest and candid communication.

- Ability to successfully operate with ambiguous guidelines and constructively work without direct supervision.
- Obtain and maintain a current Wyoming Driver's License in proper category for assigned tasks
- Maintain appropriate Wyoming Driver's License

EDUCATION / EXPERIENCE:

- Associates degree from an accredited college or university in accounting, finance, economics, business management or related discipline with courses in accounting and finance or
- Three to five years related education, experience and/or training or equivalent combination of education and experience to establish a foundation for continuous on the job training

LANGUAGE SKILLS:

- Ability to read, analyze and interpret common financial reports and legal documents
- Ability to respond to common inquiries or complaints from the public, regulatory agencies or members of the business community
- Ability to write articles for publication that conform to prescribed style and format
- Ability to effectively present information to principals and employee teams as well as regulatory agencies and service providers
- Ability to communicate sensitive information to principals and employees

COMPUTER SKILLS:

- Skilled use of a variety of software packages including MS Office, Quick Books, photo management, publishing;
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel.
- The employee frequently is required to walk, sit, and talk or hear.
- The employee may be called upon to lift heavy boxes and move office equipment and furnishings;
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is normally a quiet office.
- Temperature is within a reasonable range of normal indoor office environments

Additional Requirements: Fremont County Weed and Pest is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. The District has a smoke free working environment and is a drug free workplace. All employees are subject to pre-employment, random, and for cause testing for drugs and alcohol.