



FREMONT COUNTY WEED AND PEST CONTROL DISTRICT
450 N. SECOND ST. – ROOM 325
LANDER, WYOMING 82520
(307) 332-1052 • fcwp@wyoming.com

Now Hiring: Accounts Receivable Bookkeeper / Sales Clerk

Location: Lander, Wyoming

Position Type: Full-Time | Non-Exempt (Overtime Eligible)

Salary Range: \$45,000 – \$55,000 annually

Position Overview

The Fremont County Weed and Pest District is seeking a dependable and detail-oriented professional to serve as our **Accounts Receivable Bookkeeper / Sales Clerk**. This position blends bookkeeping and financial recordkeeping with front-office customer service and warehouse sales support.

This is a key administrative role supporting the District’s financial operations and public service mission across Fremont County.

Primary Responsibilities

Accounting & Financial Support

- Manage accounts receivable, including customer billing and payment processing
- Maintain accurate financial records using QuickBooks and District systems
- Prepare monthly and year-end billing reports
- Enter and verify employee timecards for payroll processing
- Generate financial and operational reports as requested

Customer Service & Sales Support

- Assist customers with warehouse retail sales in Lander and Riverton
- Respond to billing inquiries and provide professional front-office support
- Maintain organized customer and agency records
- Reconcile sales transactions and assist with inventory tracking

Administrative Support

- Assist with purchasing and general office coordination

- Support seasonal office staff as assigned
 - Maintain compliance with District safety and record retention policies
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Minimum Qualifications

Required (one of the following):

- Associate degree or certificate coursework in accounting, business, or related field; OR
- One to three (1–3) years of bookkeeping, accounting, retail sales, or administrative experience; OR
- Equivalent combination of education and experience

Additional Requirements:

- Proficiency in Microsoft Office and QuickBooks
 - Strong organizational skills and attention to detail
 - Ability to communicate clearly and professionally with the public
 - Ability to handle confidential financial information
 - Ability to work independently and manage multiple priorities
 - Valid Wyoming driver's license and insurable under District policy
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Work Environment

This position operates in both office and warehouse settings and includes regular interaction with the public. Duties may include occasional lifting (generally up to 40 pounds) and limited handling of pesticide products in accordance with safety requirements.

The District maintains a smoke-free workplace.

Compensation & Benefits

- Salary range: **\$45,000 – \$55,000 annually**
- Paid vacation and sick leave
- Paid holidays
- District provided health insurance

- District paid pension with Wyoming Retirement System
 - Participation in applicable District benefit and retirement programs
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Equal Opportunity Employer

Fremont County Weed and Pest District is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law.

How to Apply

Submit a cover letter and resume to:
Fremont County Weed and Pest District
c/o Aaron Foster
450 N. 2nd St., RM 325
Lander, WY 82520

Or email application to fcwp@wyoming.com

Position open until filled.