

WATCH RESOURCES, INC.

12801 Cabezut Road, Sonora, CA 95370
(209)533-0510
www.watchresources.org

JOB DESCRIPTION

Position Title: Bookkeeper

Classification: Full-Time, Non-Exempt

Reports to: Director of Finance

Grade: 3

Supervises: None

Purpose:

To perform bookkeeping work of moderate difficulty. To complete in an accurate and timely manner the routine bookkeeping functions of accounts receivable, accounts payable and payroll, general ledger and bank reconciliation.

ESSENTIAL DUTIES AND RESPONSIBILITIES including but not limited to the following:

1. Maintain financial systems, computerized and manual, including payroll, accounts payable, accounts receivable, general ledger, cash receipts and bank reconciliation.
2. Post, reconcile, and balance transactions including processing checks through accounts payable and making adjusting entries to the general ledger.
3. Collect and process data necessary for bi-weekly staff and client payroll in compliance with state and federal wage and hour laws and company policy. Reconcile various accruals, employee deductions and workers compensation.
4. Receive, create, and record daily deposits and transmit to the bank.
5. Checks figures, postings and documents for correct entry, mathematical accuracy and proper coding.
6. Maintain separate financial records for two Group Homes including accounts payable, accounts receivable, cash receipts, bank reconciliation, and adjusting entries to the general ledger.

WATCH RESOURCES, INC.

7. Understand and complete HUD requirements and procedures as they relate to the Group Homes.
8. Prepare and reconcile monthly billing to regional centers for services provided, contract billing to customers for work performed, and miscellaneous billing for trust management, social security etc.
9. Cooperate with and maintain excellent professional relationships with vendors, customers, co-workers, consumers, and auditor associated with WATCH.
10. Assemble material, tabulate and develop financial or statistical spreadsheets and other forms requiring the use of initiative and independent judgment.
11. Operate office equipment efficiently, i.e. computer, copier and calculator.
12. Maintain adequate filing and retrieval system of fiscal records, and assist in maintaining various files, listings and records including those of a confidential nature.
13. May be required to use an agency or personal vehicle to attend to agency business in the community.
14. Attend staff meetings, educational trainings, and other job-related meetings as requested.
15. Act as back up for front office coverage of telephones and receiving visitors.
16. Perform other such duties and responsibilities as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be committed to the Mission of WATCH Resources, Inc. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act (ADA), 1991.

WATCH RESOURCES, INC.

A. Education and/or Experience:

1. High school diploma or equivalent.
2. Satisfactory completion of college level accounting courses and two years of experience in maintaining records of financial transactions. Added years of experience may be substituted for education.

B. Working Knowledge of:

1. Quick Books and Microsoft Office.
2. IBM or compatible computer and use of accounting and spreadsheet software.
3. Office equipment, to include accurate use of calculator and adding machine.
4. Effective interpersonal and communication skills.

C. Language Skills:

1. Ability to communicate verbally in a clear and accurate manner in person or on the telephone.
2. Effective writing skills.

D. Reasoning Abilities:

1. Follow written and verbal directions.
2. Ability to make accurate mathematical computations.
3. Ability to maintain a centralized filing system.
5. Ability to establish and maintain professional, cooperative relationships with Businesses, fellow employees, consumers and the general public.

E. Certificates, Licenses, Registrations:

1. Health screening to include a drug and alcohol screening and TB test performed by a physician verifying ability to complete job duties and confirming the absence of contagious disease.
2. Possession of a valid California Motor Vehicle Operators License and a clear driving record, determined by a Department of Motor Vehicles record.

WATCH RESOURCES, INC.

3. Department of Justice criminal record clearance.
4. May be required to obtain an American Red Cross First Aid and CPR Certificate.

SUMMARY OF CUSTOMARY PHYSICAL DEMANDS: The physical demands described below 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 an individual with disabilities to perform the essential functions.

Constantly (over 66%) using repetitive hand motions;

Frequently (34-66%) sitting,

Occasionally (1%-33%) Standing, walking, bending over, balancing, pushing/pulling, lifting/carrying less than 10#, firm grasping required

Hazards, Working Conditions, Equipment Used:

Working Conditions include: High Noise Levels, Walking on Uneven Ground

Possible Exposures include: Dust, Gas, Fumes, Hazardous Materials, Blood/Body Fluids, Marked Changes in Temperature

Equipment Used:

- Driving Vehicles/Equipment
 - i. Must be able to drive to and attend events and meetings.
- Operating Equipment/Machinery
Computer, Fax Machine, Calculator, Printer/Copier, Telephone

Regarding Use of Senses: Hearing Impairment Acceptable, Color Vision Impairment Acceptable, Clear Vision at 20 Inches or Less Required,

Work Environment: The work environment conditions described here are representative of those any employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

1. Designated medium size space in larger room; in-door setting with central heating and air conditioning system, handicap accessible, noise level moderate to low, lighting provided by artificial means, no windows. Rear exit door can be used for fresh air circulation.

WATCH RESOURCES, INC.

I have read and understand and am able to perform the functions of the job of Bookkeeper as outlined above. I have received a copy of this Job Description.

Printed Name _____

Signature: _____ Date: _____