

# Job Title: Bookkeeper (QuickBooks Specialist)

**Location: Portola, CA**

**Job Type: Part-Time**

**Reports To: General Manager**

## About Us

The Gold Mountain Community Services District (GMCSD) provides water, sewer, and wildland fire prevention services to Gold Mountain residents and businesses within its 1280 acres. The GMCSD is a governmental organization supported by a five-member elected board of directors.

We value integrity, clear communication, and efficiency. We're looking for a sharp, detail-oriented Bookkeeper to keep our financial engine running smoothly.

## Position Overview

We are seeking an experienced and organized Bookkeeper with a strong command of QuickBooks to manage the daily financial operations of our District. Because GMCSD operates as a local government entity, this role requires a unique blend of standard commercial bookkeeping skills and an understanding of (or willingness to learn) **fund accounting and government compliance**. You will be responsible for maintaining accurate financial records, processing payroll, managing utility billing/accounts receivable, and preparing clear reports for our General Manager and Board of Directors.

The ideal candidate loves numbers, catches errors before anyone else does, and thrives in an environment where accuracy is paramount.

This is a non-exempt position subject to the Fair Labor Standards Act (FLSA). Offer of employment is contingent upon passing a drug screening test in compliance with the GMCSD policy of a drug-free workplace.

## Key Responsibilities

- **Financial Record Keeping:** Maintain the general ledger within QuickBooks, ensuring all transactions are accurately categorized by fund, department, or project.
- **Accounts Payable (A/P) & Receivable (A/R):** Process vendor invoices, issue weekly/bi-weekly payments, and manage accounts receivable, including specialized district utility billing (e.g., water, sewer).

- **Bank & Fund Reconciliation:** Reconcile monthly bank statements, credit cards, and investment accounts. Ensure strict separation of water, sewer, and fire funds.
- **Payroll Administration:** Process payroll for district employees (including hourly, salaried, and seasonal staff), manage payroll tax filings.
- **Financial Reporting:** Prepare monthly balance sheets, profit & loss statements, budget-vs-actual reports, A/R Aging, A/P Aging, and Warrant Register for the General Manager and Board of Directors.
- **Audit & Compliance Support:** Maintain clean, well-organized digital and physical files to assist external auditors during annual state/local financial audits.

## Qualifications & Skills

- **Education:** High school diploma or equivalent; certificate or education equivalent in basic accounting principles (debits, credits, and financial statements). Desired: Associate Degree in Accounting or Business Administration.
- **Professional Certifications Desired:** Certified Public Bookkeeper (CPB) or Certified Bookkeeper (CB)
- **Experience:** Minimum of 3-5 years of professional bookkeeping experience.
- **Software Mastery:** Proficient to expert-level experience with **QuickBooks [Online or Desktop is a must]**. QuickBooks Certification is a massive plus. Experience with specialized utility billing software is a major plus.
- **Industry Knowledge:** Previous experience working with a municipality, special district, non-profit, or public agency is highly preferred. Understanding of Governmental Accounting Standards Board (GASB) guidelines is a plus.
- **Tech Savvy:** Comfortable using Microsoft Excel, standard Microsoft Office software, and modern workplace tools (e.g., Zoom).
- **Core Competencies:** Extreme attention to detail, strong ethical boundaries regarding confidential financial data, and excellent written and verbal communication skills for interacting with district residents, team members, and board members.

## Salary

- Competitive hourly rate/salary: \$27 to \$35 per hour/year based on education and experience.

## How to Apply

Complete the online application at, <https://www.gmcscd.org/employment> include your specific experience with QuickBooks