

**BECKER-JIBA SPECIAL UTILITY DISTRICT
15269 FM 2860
KAUFMAN, TX 75142
(903) 498-3592**

Position: Bookkeeper / Customer Service Representative

Hours: 8am – 4:30pm

Wages: \$22-\$25 per hour, DOE

SUMMARY:

The Bookkeeper / Customer Service Representative is responsible for several duties at Becker-Jiba SUD and providing assistance to other employees. Responsibilities to include: Accounts Receivables, Accounts Payables, Customer Service.

RESPONSIBILITIES & DUTIES:

- Perform all duties pertaining to the daily revenue reconciliation
- Process monthly recurring ACH payments
- Process bi-weekly payroll from entry to closing
- Print and distribute monthly financial packets and/or reports to Board of Directors
- Work independently, and as part of a team coping well under the stresses of the position

REQUIREMENTS:

- QuickBooks Desktop experience
- Bookkeeping/Accounting knowledge
- Ability to pass background check as position deals with confidential information
- Minimum 3 years experience

BENEFITS:

- Health Insurance
- Paid Vacation, Sick, Personal time.

Please contact the Becker-Jiba SUD office at (903) 498-3592 for more information.

You can find our Employment Application at: www.beckerjibasud.com or

https://beckerjibasud.com/documents/599/Employment_Application_Form_20240724.pdf

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