

**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 per hour**

**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](http://www.beckerjibasud.com) or

[https://www.beckerjibasud.com/documents/599/Employment\\_Application\\_Form.pdf](https://www.beckerjibasud.com/documents/599/Employment_Application_Form.pdf)

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