



BANGOR WATER DISTRICT
P.O. BOX 1129 · BANGOR, ME 04402-1129
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www.bangorwater.org

Kathy Moriarty
General Manager

POSITION DESCRIPTION

JOB TITLE: Accounting Assistant

DEPT: Finance

JOB TYPE: Non-exempt, Regular full-time

Wage range is \$20 to \$25 per hour,
depending on qualifications and experience

GENERAL DESCRIPTION: Under the direction of the Finance Manager, responsible for participating in accounting and business office operations and activities as described below.

DUTIES:

Sorts incoming mail, giving all payments to the Office Assistant and placing invoices in the correct department mailboxes.

Enters all invoices into the financial software and runs edit batches for the Finance Manager to review.

Processes accounts payable checks and related records for mailing and filing.

Tracks, enters, and bills, when applicable, work performed by District crews, and refers any discrepancies to the Finance Manager.

Assists the Finance Manager with monthly general ledger entries and reconciliations as needed.

Assists with yearend processes including but not limited to, inventory and audit preparation.

Receives and processes timecards and enters hours into the payroll software.

Maintains the meter inventory database.

Runs daily deposit through the remote printer and prepares paper deposits as necessary.

Reconciles petty cash.

Assists with front office functions, including but not limited to, answering phones and taking customer payments.

Assists with human resource paperwork as needed.

Performs other related duties as required.

REQUIREMENTS:

Education: Associate's degree in Accounting or a related field is preferable.

Experience: Three or more years of Accounting, Bookkeeping or related experience is preferable.

Licenses: None required.

Skills and Knowledge: Broad-based knowledge of computerized accounting systems including general ledger, payroll, accounts payable, and Microsoft Office.

Knowledge of standard office practices and ability to use standard office equipment, including computer, printer, fax machine, adding machine, copier, scanner, postage machine, and multi-line telephone.

Ability to communicate with co-workers, vendors, and members of the public in a courteous and effective manner, occasionally under confrontational circumstances.

RESPONSIBILITIES:

Conducts duties as described above in a timely and accurate manner.

Performs relatively standard duties according to established practices and procedures of the department.

Functions within Bangor Water's standard policies and procedures, and within the regulations of the MPUC. Exceptions are referred to supervisor.

PERSONAL WORK RELATIONSHIPS:

Supervises: No supervisory responsibilities

Reports to: Finance Manager

Maintains constant contact with supervisors, co-workers, customers, other governmental agencies, and members of the general public.

WORK ENVIRONMENT:

Work location: 614 State St., Bangor, ME

Normal office environment, not subject to extremes in temperatures, noise, odors, etc.

ADDITIONAL JOB REQUIREMENTS:

Ability to: use a 10-key calculator and computer.

Ability to: communicate with co-workers, vendors, and members of the public in a courteous and effective manner, occasionally under confrontational circumstances.