Riverbend Riverbank Water District

P.O. Box 1872, Lake Oswego OR, 97035

www.rrwd.org

The Riverbend Riverbank Water Improvement District is a non-profit community water improvement district serving 81 households. The District is located in the Hebb Park area of unincorporated Clackamas County between the cities of West Linn and Wilsonville. The District desires to enter into a contract with a qualified firm or individual to perform bookkeeping services which would include billing and payment processing. The specific areas of responsibility are outlined below.

Bookkeeper Services and Duties:

- Prepare and maintain accounting records:
  - Cash receipts journal
  - Revenue journal
  - Accounts receivable ledgers
  - Monthly bank reconciliation
- Monthly, prepare and send to Board of Directors:
  - Statement of Accounts Receivable and Accounts Payable
  - Year-to-date summary statement of Cash Receipts and Disbursements
  - Customer balance summary
  - Statement of Profit & Loss (Actual v. Budget)
- Bi-weekly, pick-up of payments at Lake Grove P.O. Box and deposit receipts.
- Post receipts to customer accounts receivable ledgers.
- Prepare checks and payment of board-approved District expenses.
- Bi-monthly, prepare and mail billing for water service, hook-up fees, system maintenance fees and other District fees and charges.
- Annually, prepare 1099 and 1096 forms.
- Annually, attend annual board and members meeting.
- Read and respond to emails and telephone calls received from vendors, board members, residents, etc.

Bookkeeper Preferred Qualifications:

- Experience with providing bookkeeping services for similar organizations.
- Basic skills and knowledge of Excel and Word.
- Ability to make bank deposits.

- Basic skills and knowledge of Quick Books. Must understand the billing/account receivable/payment posting and payables/cash disbursements functions.

The initial contract will be for one year. Compensation will be on a set fee for services.

If interested, please submit the following items by mail to Riverbend Riverbank Water Improvement District, P.O. Box 1872, Lake Oswego OR, 97035:

- Cover letter which includes your proposed fee for services for 12 months. State fee for services only. The District pays for office supplies, copying, postage, and PO Box rental.
- Resume
- Contact information for three relevant professional references

Due date: August 31, 2015

Contact for questions: Jessica Hart at 360-281-0780