

HELP WANTED

Part-time Bookkeeper/Secretary

Complete job description on website:

blackhawklake.com

Submit resume to:

Blackhawk Lake Recreation Commission

Part-time Bookkeeper/Secretary position

Attn: Mr. Jeremy Simplot

401 School Street, Cobb, WI 53526

Application Deadline: September 14, 2020

EOE

adno=174782



BLACKHAWK LAKE RECREATION AREA

2025 CTH BH, Highland, WI 53543
Phone: (608) 623-2707 Fax: (608) 623-2997
Email: bhlake@mhtc.com

Bookkeeper/Secretary

Job Description

Title: Bookkeeper/Secretary (Part-time)

Reports To: Park Manager

Job Summary

The bookkeeper/secretary is responsible for maintaining the financial transactions and records of the daily operations of the park.

Summary of Essential Job Responsibilities

- 1) Process weekly payroll
- 2) Process weekly accounts payable obligations
- 3) Bank and credit card reconciliations
- 4) Submit monthly, quarterly, and annual reports as required including but not limited to State Withholding taxes, Federal Withholding taxes, State Sales taxes, W-2 forms, etc.
- 5) Prepare for and attend monthly commission meetings
- 6) Provide documentation and assistance in completion of annual audit
- 7) Other duties as assigned

Knowledge, Skills, and Abilities

- 1) Knowledge of Quickbooks and data entry
- 2) Ability to multi-task, attention to detail and accuracy

Note: The above statements are intended to describe the general nature and level of work being performed by someone assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

This job description does not constitute a contract for employment.