

HEBER PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

MEETING DATE: August 20, 2025

FROM: Madeline Dessert, General Manager

SUBJECT: Approve the Job Description for the Position of Bookkeeper

ISSUE:

Shall the Board of Directors Approve the job description for the position of Bookkeeper?

FISCAL IMPACT:

Total annual salary including benefits is estimated at \$115,006.

DISCUSSION:

The job description is attached for your review and discussion. Upon approval staff will begin recruitment.
Respectfully Submitted,

CONCLUSION:

The Bookkeeper is an essential position that assist with the day-to-day operations of the district will also processing payroll and accounts payable.

ALTERNATIVES:

- 1) Do not approve the Bookkeeper job description.
- 2) Provide alternative direction to staff.

Attachments: Bookkeeper Job Description

Bookkeeper Job Description

DEFINITION

Under general supervision of the Finance Manager, to perform a variety of general clerical and reception work in support of the organization; to perform responsible clerical work in connection with keeping or reviewing financial records.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Accounts Payable
 - Maintain Financial Records: Record day-to-day financial transactions using accounting software; Track receipts, invoices, and payments accurately.
 - Invoice Processing: Receive, review, and verify invoices and payment requests; Match invoices to purchase orders and receipts; Enter invoices accurately into the accounting system.
 - Vendor Management: Set up and maintain vendor records, including W-9s and payment terms; Respond to vendor inquiries in a timely and professional manner; Reconcile vendor statements and resolve discrepancies.
 - Payment Processing: Coordinate with the Finance Manager to schedule and prepare payments (checks, ACH, wire transfers); ensure timely and accurate payments to vendors in accordance with agreed terms; and maintain properly filed authorizations for all disbursements.
 - Expense Reports: Review employee expense reports for compliance with policy; Process reimbursements and ensure timely payment.
 - Reconciliations: Assist with month-end closing and accruals.
 - Recordkeeping: Maintain organized and up-to-date AP files, both digital and physical; Ensure documents are retained according to policy and audit standards.
 - Compliance and Controls: Ensure adherence to internal financial controls and company policies; Assist the Finance Manager with audits by providing documentation and support.
 - Reporting: Generate accounts payable aging reports and cash requirement reports; Track and report outstanding invoices and payment status.
 - Continuous Improvement: Recommend process improvements to enhance accuracy and efficiency; Assist in automating AP processes when possible.
 - Collaboration: Coordinate with Finance Manager and General Manager to address and resolve invoice or payment issues.
- Payroll
 - Processing: Prepare and process regular payroll cycles (biweekly, monthly); Ensure accurate calculation of wages, overtime, bonuses, stipends and deductions.
 - Time and Attendance: Review and verify employee timesheets and attendance records; Work with supervisors to resolve discrepancies in reported hours.

- Benefits and Deductions: Process benefit deductions such as health insurance, retirement plans, garnishments, and other withholdings; Coordinate with HR and benefits providers on enrollment and changes.
 - Recordkeeping: Maintain accurate payroll records and employee earnings history; Ensure confidentiality and security of payroll data.
 - Reporting: Prepare and distribute payroll reports, earnings summaries, and other required documentation; Support Finance Manager and General Manager with payroll-related reports.
 - Year-End Responsibilities: Prepare and distribute W-2s, 1099s, and other year-end tax forms.
 - Compliance: Ensure compliance with federal, state, and local wage and hour laws; Keep up to date with changes in payroll regulations and labor laws.
 - Problem Resolution: Respond to employee inquiries regarding pay, deductions, and taxes; Investigate and resolve payroll discrepancies and errors.
 - System Maintenance: Enter and update employee payroll information in the payroll system; Assist with system upgrades, testing, or changes as needed.
 - Audit Support: Prepare payroll data for internal and external audits; Ensure all payroll documentation is complete and audit-ready.
- Support the finance team with additional administrative tasks as needed:
 - Bank Reconciliation,
 - Prepare Financial Reports,
 - Generate monthly, quarterly, and year-end financial statements,
 - General Ledger Management,
 - Make adjusting entries and ensure balanced books.
 - Assist with Budgeting, provide data for budget preparation and monitor budget adherence.
 - Track spending against budgets and report variances.
 - Cash Flow Monitoring
 - Track daily cash position and forecast future cash needs.
 - Alert management to cash flow concerns.
 - Accepts and posts customers payments into system;
- Maintain orderly financial filing system (digital and/or physical).
 - Ensure secure storage of sensitive financial records.
 - Liaise with vendors, clients, and staff regarding financial transactions.
 - Coordinate with management on financial matters.
 - Assist in the development of forms, worksheets, and record keeping systems.
 - Assist in ordering supplies.
 - Monitor and record all grant-related expenditures in accordance with grant requirements
 - Assist in tracking budget-to actual performance for each grant.
 - Maintain organized files of grant agreements, invoices, receipts and supporting submissions.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- o Principles and practices of financial record keeping including bookkeeping.
- o Journal and ledger account systems
- o Standard office procedures, methods and computer equipment.
- o English usage, spelling, vocabulary, grammar and punctuation.
- o Ability to build positive relationships and work collaboratively with clients and colleagues.
- o Ability to address customer issues efficiently and provide appropriate solutions.
- o Basic word processing methods, techniques and programs.
- o Basic mathematical principles.
- o Numerical, alphabetical, and subject matter filing systems.
- o Principles and practices used in dealing with the public.
- o Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.
Operate a motor vehicle safely.

Ability to:

- Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- Learn the procedures and functions of assigned position.
- Work under supervision within a well-defined framework of standard policies and procedures.
- Perform general clerical work including maintaining appropriate files and compiling information for reports.
- Respond to routine questions from the public and District personnel regarding policies and procedures for assigned area.
- Perform mathematical computations quickly and accurately.
- Plan and organize work to meet schedules and timelines.
- Understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Two to three years of experience as Bookkeeper/Payroll Clerk, preferably in a governmental agency.
- Intermediate/advanced Computer Skills, Knowledge of all Microsoft programs (outlook, excel, word, power point).
- Ability to work independently prioritizes responsibilities, meet deadlines, and work well under pressure. Bilingual proficiency (Fluent in English and Spanish both verbal and written).
- Exceptional customer service skills

License or Certificate:

- Possession of a valid driver's license.
- Certificate in Accounting is highly desirable.

Effective Date:

Approved by the HPUD Board of Directors on August 21, 2025

**HEBER PUBLIC UTILITY DISTRICT
NRTA BARGAINING UNIT
SALARY SCHEDULE EFFECTIVE JULY 1st 2024**

Position	Salary Period	7/1/2025			7/1/2026		
		Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Lead Operator	Monthly	6,365	6,556	6,752	6,492	6,687	6888
	Annual	76,379	78,670	81,030	77,906	80,243	82651
	Hourly Rate	36.720	37.822	38.957	37.455	38.578	39.736
W / WW Operator II	Monthly	5,772	5,945	6,123	5,887	6,064	6246
	Annual	69,262	71,340	73,480	70,647	72,767	74950
	Hourly Rate	33.299	34.298	35.327	33.965	34.984	36.034
W / WW Operator I	Monthly	5,321	5,480	5,645	5,427	5,590	5758
	Annual	63,848	65,764	67,736	65,125	67,079	69091
	Hourly Rate	30.696	31.617	32.566	31.310	32.249	33.217
W / WW - OIT	Monthly	4,776	4,920		4,872	5,018	
	Annual	57,315	59,034		58,461	60,215	
	Hourly Rate	27.555	28.382		28.106	28.949	
Parks Maintenance Lead	Monthly	4,640	4,779	4,923	4,733	4,875	5021
	Annual	55,681	57,351	59,072	56,795	58,498	60253
	Hourly Rate	26.770	27.573	28.400	27.305	28.124	28.968
Parks Maintenance	Monthly	3,774	3,887	4,004	3,849	3,965	4084
	Annual	45,284	46,643	48,042	46,190	47,576	49003
	Hourly Rate	21.771	22.425	23.097	22.207	22.873	23.559

**HEBER PUBLIC UTILITY DISTRICT
Non represented employees**

Position	Salary Period	FY 2025-26	FY 2026-27
Finance Manager	Monthly	6,628	6,761
	Annual	79,537	81,128
	Hourly	38.239	39.004
Chief Operator	Monthly	8,243	8,408
	Annual	98,913	100,892
	Hourly	47.554	48.506
Grants Manager	Monthly	6,309	6,435
	Annual	75,705	77,219
	Hourly	36.397	37.125
Bookkeeper	Monthly	\$3,986.67 - \$5,242.00	\$4,066.40 - \$5,346.00
	Annual	\$47,840 - \$62,898	\$48,796.80 - \$64,156
	Hourly	\$23.00 - \$30.24	\$23.46 - \$30.844
Senior Account Clerk	Monthly	5,242	5,346
	Annual	62,898	64,156
	Hourly	30.240	30.844

**HEBER PUBLIC UTILITY DISTRICT
Temporary Part-Time Employees**

Position	Hourly	FY 2025-26	FY 2026-27
Recreation Center Coordinator Part Time	Hourly Rate	20.00	20.000