



JOB OPENING
WCESD 5
Office manager/Bookkeeper

Williamson County Emergency Services District No. 5 is seeking applicants to fill the role of office manager/bookkeeper. The district is a special purpose district of the State of Texas that provides fire, rescue, and emergency medical response to a 75 square mile area of north Williamson County Texas. Our administrative office is located at 155 County Road 313, Jarrell Texas. The district is experiencing rapid growth and is in the process of building their second fire station. Currently there are 15 front line firefighters, the fire chief, the fire marshal, and the captain of operations. It is the expectation that the district will continue to grow which will of course result in the hiring of more employees soon.

The office manager/bookkeeper for WCESD 5 answers directly to the Fire Chief.

The “Office Manager/Bookkeeper” is a position that works a 40 hour per week schedule as dictated by the Fire Chief.

Compensation: \$40,000 annually

Some of the duties of the office manager/bookkeeper include but may not be limited to:

- Records retention
- Assist with answering and directing phone calls
- Assist the fire chief with Coordinating and managing the budget for WCESD 5
- Process invoices

- Assist in the preparation of employer reports to the IRS.
- Collecting W-9 reports from vendors.
- Maintain and improve filing systems as needed including files stored on the cloud.
- Submit and reconcile expense reports and bank statements as well as produce the monthly treasurers report.
- Addresses the accounting needs of the organization
- Perform payroll functions for bi-weekly payroll, including preparation of quarterly and annual reporting to IRS and SSA.
- Resolve problems that may occur with payroll
- Do all “Quickbooks” entries and adjustments (Routine Journal Entries, Reconcile Bank Accounts in a timely manner.)
- Edit or produce documents as requested by the Fire Chief
- Attend financial management related training as needed by the department
- Act as the point of contact for internal and external clients
- Participate in annual audits performed by an outside auditor

Requirements

- Two years or more of experience as an administrative assistant or office manager
- Full charge bookkeeping experience
- “Quickbooks Pro” experience
- Experience with non-profit bookkeeping
- Knowledge of office management systems and procedures
- Working knowledge of office equipment
- Understanding of enrollment into and maintenance of employee benefits programs.
- Knowledge of records retention requirements.
- Knowledge of tax reporting requirements.
- Proficiency in MS Office (MS Excel and MS Word, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and strong problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Education: Possess a minimum of a high school diploma.
- Provide criminal background check and driving record

The office manager/bookkeeper is eligible for benefits provided by WCESD 5 to include:

- 40 hours of vacation with employment from 1 year to 5 years
- 80 hours of vacation with employment from 5 years to 15 years
- 120 hours of vacation with employment over 15 years
- WCESD 5 health, dental and vision insurance for employee.
- Paid Sick leave of 24 hours a year after 1 year of employment to 5 years of employment
- Paid Sick leave of 32 hours a year from 5 years of employment to 15 years of employment
- Paid Sick leave of 40 hours a year from 15 plus years of employment
- Maximum banked sick leave shall be 80 hours carried over

If interested, please submit a resume with cover letter to:

Mark.mcadams@wilcoesd5.org

Williamson County Emergency Services District No. 5 is an equal opportunity employer.