
**OGUNQUIT SEWER DISTRICT
PART-TIME REMOTE BOOKKEEPER**

Ogunquit Sewer District is seeking a Part-Time Remote Bookkeeper for the Ogunquit Sewer District. The Bookkeeper is responsible for fiscal, clerical, and accounting work in the preparation and maintenance of the Ogunquit Sewer District's administrative and financial operations.

The position is responsible for the performance of varied accounting and clerical assignments involving the application of bookkeeping skills for the management of the District's books and accounts. The employee is required to perform the following duties:

- Weekly payroll & payroll taxes
- Month-end closing
- Quarterly payroll taxes
- Quarterly budget review
- Annual audit

The successful candidate must have the ability to work independently, and have knowledge of bookkeeping principles and procedures, particularly as applied to governmental accounting and computers, ability to exercise judgment and initiative in recognizing and analyzing accounting and bookkeeping issues and developing or recommending modifications and improvements in existing procedures.

The successful candidate must have excellent organizational and time management skills, and knowledge of various software programs, including Microsoft Office Suite, QuickBooks, and other software.

The candidate must possess a combination of education and experience equivalent to a high school diploma or equivalent; three to five (3-5) years progressively responsible experience in bookkeeping; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

About 25 hours per month is expected for this role.

For a complete job description, please review on our website.

SUBMISSION DEADLINE

Open Until Filled

Applications for Employment can be obtained by visiting the District's website at www.ogunquitsewerdistrict.com or the Office Manager at the District. Completed applications and resumes should be sent to:

Attn: Administrative Assistant
Ogunquit Sewer District
80 Marshview Lane
Ogunquit, ME 03907

or email to betsy@hrmaineconsulting.com

The Ogunquit Sewer District is an Equal Opportunity Employer