

# Transfer Station Administrative Assistant/ Bookkeeper

## Duties

1. Recording, reconciling, and filing of daily receipts and deposits
2. Billing and processing of accounts receivable assuring on time billing
3. Processing of accounts payable
4. Preparation and response to audits as needed.
5. Maintain files for monthly bank statements and state quarterly reports, Including Solid Waste Implementation Plan **SWIP**
6. Match account payment statements with Aged Receivable Report and verify accuracy
7. Compile the daily cash transactions, vendor checks, and charge account payments to create a daily total to be posted to a monthly and annual journal.
8. Cover as cashier on an as needed basis.
9. Complete other assigned tasks as directed.

## Qualifications

1. Must have experience with Word and Excel NEMRC knowledge is a plus
2. Must have a high level of math and organization skills
3. Must be able to deal with the public effectively
4. Filing experience Both electronic and manual
5. Motivated self-starter
6. Work accuracy a must
7. Ability to work with distractions
8. No substance abuse
9. May be subject to back ground, credit and police checks
10. Must be willing to train as backup cashier
11. Pay Commensurate with experience