

PATHFINDER IRRIGATION DISTRICT

Position: Cost Clerk

Job Accountabilities:

- Perform the daily administrative duties of the District including, but not limited to; filing, document creation, developing reports, word processing and data entry.
- Receive and review invoices for accuracy.
- Contact vendors regarding invoice discrepancies in order to resolve any outstanding conflicts.
- Develop and maintain cost reports.
- Assist with payroll processing and reports.
- Draft business letters and correspondence.
- Assist in month-end and year end close out and audits.
- Other duties as assigned.

Qualifications (Preferred):

- Associates Degree or higher in accounting or business discipline.
- Minimum 2-years' experience in administrative and clerical procedures and systems.
- Knowledgeable and experienced with Standard Accounting Principles.
- Ability to multi-task.
- Solid organizational skills.
- Basic computer skills.
- Experienced in computerized accounting.
- Ability to utilize Microsoft Office Software products (Word, Excel Access and Outlook).

Desired personal qualities:

- Works well with others; including other employees, customers and the general public.
- Good written, oral, interpersonal, and presentation skills to effectively communicate with all levels of the organization and the public.
- Ability to listen to and understand information and ideas through both verbal and written communications.
- Ability to handle confidential or sensitive information ethically with tact, curtesy and discretion.
- Punctual in attendance.