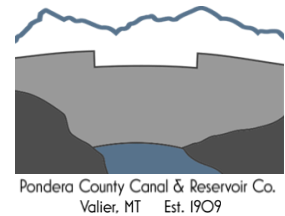


Office Manager/Bookkeeper

Location: Valier, MT

Job Type: Full-Time, Long-Term

Salary: Competitive Based on Experience



About Us

The Pondera County Canal and Reservoir Company is a vital provider of water to 72,000 acres of irrigated farmland and two municipalities. Established with a mission to deliver reliable, efficient, and sustainable water management solutions, our company plays a crucial role in supporting local agriculture.

At Pondera County Canal and Reservoir Company, we are dedicated to maintaining and improving the water infrastructure that serves the agricultural and community needs of our area. Our team works tirelessly to maintain accurate irrigation data, manage shareholder records, and ensure timely billing. Our current need is for an experienced bookkeeper who can work alongside and train with our staff with the goal of working into the role of Office Manager within a 1-1.5 year time frame.

Job Description

The Office Manager/Bookkeeper is responsible for overseeing daily office operations and managing financial transactions for the company. This role combines administrative support, organizational management, and bookkeeping duties to ensure smooth and efficient office functioning. The Office Manager/Bookkeeper will work closely with the leadership team to maintain accurate financial records, manage office logistics, and provide general office support. This position requires a proactive individual who is able to manage various tasks simultaneously while maintaining a high level of accuracy in bookkeeping and office management functions.

Key Responsibilities:

Office Management:

- Oversee the day-to-day operations of the office, including managing supplies, equipment, and office space.
- Act as the first point of contact for clients, visitors, and employees.
- Coordinate meetings, office events, and company-wide communication.
- Maintain office filing systems (digital and physical), ensuring important and historic documents are organized and accessible.
- Maintain records related to shareholder ownership.
- Coordinate with title companies, lenders, and realtors on ownership changes.
- Maintain the Ditchrider Database with accurate data on ownership and irrigation practices.
- Assist shareholders with water usage data inquiries.

Bookkeeping:

- Process and maintain accounts payable and receivable records.
- Oversee banking and fund transfers.
- Reconcile bank statements and credit card transactions.
- Prepare and process payroll for employees, ensuring timely and accurate payments.
- Prepare financial reports, including balance sheets, income statements, and profit/loss statements.
- Assist in preparing budgets and forecasts for annual financial planning.
- Monitor cash flow, ensuring sufficient funds are available for operations.
- Files taxes related to payroll, property, excise, and other business-related filings.

- Prepare and send Operations & Maintenance bills to shareholders.

Administrative Support:

- Answer phones, respond to emails, and provide general administrative support to staff.
- Maintain calendars, schedule appointments, and organize travel arrangements.
- Ensure compliance with company policies and procedures.
- Organize and attend board meetings; take meeting minutes.
- Maintain a corporate schedule for renewals, licenses, certifications, and insurance policies.
- Assist in the hiring process, including scheduling interviews, handling onboarding tasks, and maintaining employee records.
- Handle benefits paperwork for employees, including retirement, insurance, and tracking leave.

Other Responsibilities:

- Provide backup support to other departments as needed.
- Ensure the office environment is safe, clean, and well-organized.
- Serve as a notary for company and public-related tasks.

Qualifications:

Education: High school diploma or equivalent; Associate's Degree or higher preferred.

Experience: 3+ years of office management and bookkeeping experience.

Skills:

- Proficiency in accounting software (QuickBooks) and Microsoft Office (Word, Excel)
- Strong understanding of office management procedures and practices.
- Excellent organizational and time-management skills.
- Strong communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Knowledge of basic accounting principles and financial reporting.
- Ability to maintain confidentiality and follow company procedures.
- Excellent communication skills, including customer service and employee interactions.
- Familiarity with maps, property surveys, PLSS and ArcGIS a plus.

Certifications: Certification in bookkeeping (e.g., QuickBooks Certified) is a plus.

Benefits:

- Paid sick leave (5 days annually).
- Paid vacation (17 days annually).
- Health insurance (company-paid for employee and family).
- Public Employee Retirement System (PERS) retirement plan.
- 9 paid holidays.
- Company-paid cell phone.

To apply please stop by our office at 501 Pondera Ave., Valier to pick up an application or email resume to pccrc@3rivers.net.