



Job Title:	Bookkeeper
Position Type:	Part time (approx. 2 hours per month; 6 hours per month in January for end of year preparation)
Pay Rate:	\$40/hour
Reports to:	Stephanie McNamara, VLAWMO Administrator
Date posted:	April 28, 2016
Posting Expires:	May 9, 2016, or until filled
Contact Information	
Stephanie McNamara, VLAWMO Administrator 800 County Road E East Vadnais Heights, MN 55127 (651) 204-6073 stephanie.o.mcnamara@vlawmo.org	
Job Description	
<p>The Vadnais Lake Area Water Management Organization is looking for a part time bookkeeper to assist with the monthly payment of bills and production of the monthly treasurer's report. The bookkeeper does not need to perform any payroll activities. Experience with Quick Books and Excel is necessary.</p> <p>On average, the job will require 2 hours per month. From January through February, an additional 6 hours per month is to be expected in order to prepare end of year documents and assist with annual audit questions.</p> <p>The candidate must be able to come to the VLAWMO location to complete the duties each month.</p> <p>Please submit a letter of interest and a reference list to Stephanie McNamara (contact information is listed above).</p>	