

Eagle Springs Lake Management District

Job Posting

Job Title: Bookkeeper / Administrative Assistant

Eagle Spring Lake Management District manages the resources for Eagle Spring Lake. We are seeking to hire a part-time administrative person to assist with the administrative duties of the lake board for the local lake residents. Read on to see if this is a fit for you.

Job Summary:

The Eagle Spring Lake Management District (ESLMD) manages two dams, aquatic plant harvesting activities, equipment/dam maintenance, lake buoys, and general upkeep of Lake Association assets. We also plan an annual fireworks display on the lake, oversee lake patrol, public launch boat inspections, track lake health data, coordinate with the DNR on many lake management issues and plan some social and fund-raising events. We also have twelve annual public board meetings, apply and manage several grants, as well as manage levy funds to support the operations of the lake district. We have currently six active board members on the lake district board who vote on issues concerning the lake. Monthly meetings are typically held on the third Tuesday of each month at 6:30 pm at the Eagle Municipal building.

We are seeking an administrative person with great organizational and communication skills to help the board run its meeting, assist the treasurer with bookkeeping of our finances, apply for grants, publish a biannual newsletter, manage our official meeting minutes and agendas, and help coordinate social events administered by the board.

The position reports to David Voves, Chairman of the board.

Some Specific Responsibilities and Duties:

General Administrative:

- Handle the written paperwork of the district: legal notices, minutes, and newsletter.
- Keep important paperwork at one location and available for reference and inspection.
- Keep electronic files on a cloud-based data storage site (provided by the district).
- Attend monthly meetings (tentatively 3rd Tuesday of the month 6:30pm to 10:00pm)
- Attend Annual Meeting and Organizational Meeting – (1st Saturday of August – 9am to 12:00)
- Prepare two newsletters a year with the Board supplying majority of articles.
- Prepare meeting minutes and distribute them to Secretary for their review before distributing them to all board members for their review before approval at the next meeting.

- Prepare draft agenda for meetings and any notice of quorums.
- Post all agendas or notice of quorums (after Chairperson has authorized) with Town of Eagle, Eagle Post Office, and on website before every meeting. Email Town of Eagle legal posting to be displayed in front window at least 2 business days before meeting. And physically post agenda at post office and on the district website.
- Update/edit website with minutes/agenda and any other updates as needed (can be trained if needed). Update website with approved minutes (after monthly meetings).
- Post agendas to website as ready.
- Update articles on website as they get outdated.
- Update pictures on website as they come in from residents around the lake (be sure to get permission to publish on website).
- Check emails a minimum of every other day.
- Forward emails of importance to various board members.
- Check P.O. mailbox weekly to biweekly (more often if expecting important papers).
- Reserve community room for all meetings.
- Help prepare for Annual Meeting resolutions, PowerPoint presentations (if needed), set up equipment, etc.
- Prepare documents for Annual Meeting (Ballots, handouts, resolutions, etc.).
- Send out job application forms.
- Perform telephone interviews for Clean Boat/Clean Waters Program
- Contact firework companies and organize barges/volunteers, etc.
- Prepare meeting packets of all meeting documents.
- To the best of data availability, keep an updated database of lake residents (mailing address, telephone, and email).
- Newsletter – Prepare a March/April and July newsletter and mailing.
- Newsletter for Annual Meeting includes legal notification to all property owners.
- Plan for Annual Meetings in August
- Reserve place for the meeting (call Village of Eagle to reserve community room)
- With treasurer, prepare a draft budget for the following year.
- Prepare for audit as of end of year.
- Get voters registration list from Waukesha County
- Get office supplies as needed.
- Prepare handouts
- Prepare ballots
- Attend the meeting and record the minutes.
- Attend Organizational Meeting immediately following the annual meeting.
- Keep a central record keeping location
- Keep files of grants, loans titles and any other important paperwork
- Keep copies of all minutes, notices, newsletters, payroll reports

- Be the contact person for insurance and the bank
- Work on additional projects as needed
- Apply for grants
- Review contracts

Bookkeeping:

- Handle the finances of the district: receipt and disbursement of funds including payroll, A/P and loan repayment.
- Help create a budget for the following year.
- Give all paper checks to Treasurer to deposit until bank/board gives authority otherwise.
- Enter all bills to be paid into QuickBooks.
- Verify charges on bills and auto pay.
- Collect copies of all receipts and scan files.
- Edit all transactions in QuickBooks with correct memos and attach receipts/deposits to all transactions in QuickBooks.
- Banks reconcile after treasurer reconciles all transactions in QuickBooks
- Send financial reports to Admin for meeting packet disbursement.
- Work with treasurer to draft yearly budget to present to board members to critique.
- Prepare final annual meeting budget layout for newsletter.
- Assist with any purchase orders or needing help.
- Provide new employees/contractors with all documents needed (W-4, I-9, and contractor W-9 Knowledge of Patriot software is helpful.
- Use Patriot software to perform payroll (currently once a month).
- Prepare tax liability reports, and pay federal taxes (monthly), state taxes (quarterly), file 941 quarterly reports, and quarterly unemployment reports.
- Prepare financial reports for meeting with the use of reports from QuickBooks software.
- Report any discrepancies found and resolve them with the treasurer.
- At year end, prepare all W-2's, W-3's, 1099's and mail to employees and file with state, federal, and social security.
- Watch for upcoming Grant availability.
- Prepare all grant applications and reimbursement requests.
- Track all grant project costs and expenses.
- Work well with all board members and be of help where you are needed.
- Work with Treasurer, to get all financials taken care of monthly.
- Write and track payroll checks (paid monthly/yearly). File all monthly, quarterly and yearly payroll reports.
- Monthly and year end taxes
- Prepare bills for payment in Quick Books.

- Prepare payroll in Patriot and then enter into Quick Books.
- Prepare and distribute financial reports; quarterly / year-end / audits / budgets
- Track 3 funds (equipment, general, lake improvement)
- Reconcile to bank statements monthly. 2 accounts and various CD's and loan.
- Track all grant project costs/expenses.
- Fill out all grant applications and forms for reimbursement of grant expenses.

Qualifications:

- Must have a valid driver's license.
- Must be eighteen years old.
- The position requires the ability to speak English.
- Knowledge of Microsoft Word, Excel, Adobe PDF, PowerPoint, Publisher are helpful.
- Must have previous bookkeeping experience.
- Some knowledge of QuickBooks is helpful.
- Basic knowledge of Microsoft Excel is needed.
- Experience in accrual accounting is helpful

Skills and Competencies:

- You must learn and master rules for running public meetings
- Requires exceptional interpersonal skills to work well with board members
- You must be a highly organized and detail-oriented individual
- You must be inclined to learn the software used by the lake district.

Salary and Benefits:

We reward handsomely for this crucial role. Besides a competitive hourly rate. We believe in promoting work-life balance thus we commit to flexible working hours.

If this role is of interest to you, send your resume to David Voves at [chair@eaglespringlake.us] or contact him by phone [262-989-0442] for any inquiries or further information.