



## LANDMARK STAFFING

Office Manager / Bookkeeping  
Redlands Water and Power Company

Redlands Water and Power Company (RW&PC), originally founded in 1905 as Redlands Irrigation & Power Company, is one of the longest running companies in the Grand Valley. RWPC supplies irrigation water to the area of the Grand Valley known as the Redlands, servicing about 6,000 shares of water stock over 4,500 acres of land in the Redlands area of western Colorado. RW&PC is committed to delivering irrigation water and clean hydro-power electricity for a greener environment.

As RWPC seeks to provide excellence in our irrigation services, we are looking for a full time Office Manager / Bookkeeper to join our team.

The ideal candidate will be a self-starter and have proficient knowledge of all aspects of bookkeeping, as well as excellent verbal/written communication skills.

The position is responsible for providing daily office support and bookkeeping tasks to ensure our company adheres to best practices and requirements for business operations and reporting. This is a full-time position that will report to the General Manager. Confidentiality, efficient time management and attention to detail are essential for this position. The Office Manager will help us stay on track towards organizational goals, ensure adherence to company policies and work to improve processes in day-to-day operations.

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### **Essential Functions and Responsibilities:**

- Accounts Payable / using job costing. Paying invoices on-time
- Accounts Receivable / Invoicing. Entering payments / Deposits / Collections
- Weekly timecard reconciling and payroll entering
- Maintain all contracts, company files, vendors, and shareholder accounting files
- Scanning of all files into different programs / manage all programs for the office
- Work up all reports needed for liability and workers comp audits / work with auditors
- All necessary reports for job costing, loans, banking etc. Must be able to prepare, print and provide documentation
- Prepare and provide reports to the Board of Directors
- Attend Board meetings and take notes
- Work with General Manager on day-to-day operations



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- Support all RWPC employees and shareholders
- Front desk customer service and phone calls

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### **Skills and Requirements:**

- Proficient in QuickBooks
- General accounting and bookkeeping experience
- Strong organization and communication skills
- Time management, multi-tasking and problem-solving skills
- Ability to handle confidential information
- Ability to work independently
- Proficient in Microsoft Office (Excel, Word, Outlook)
- Ability to interact professionally with staff, board, and public

### **Preferred Qualifications:**

- Previous experience as an Office Administrator or Bookkeeper is a plus
- Ability to become or already are a Public Notary
- Detail-oriented, organized, consistent, dependable, and honest
- Analytical / data-driven mindset; good with numbers and spreadsheets
- Must be a self-starter and have the ability to work independently and be comfortable working solo and interacting with employees & customers
- Required: Drug screening (pre-employment and random), background screening, and Motor Vehicle Report clearance per company insurance guidelines

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### **Compensation and Benefits:**



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- Hourly wage compensation commensurate with experience and qualifications, from \$22.00 to \$25.00 per hour
- Vacation Pay and 7 Paid Holidays (6 fixed and 1 floating)
- Some work from home may be available under certain circumstances
- Company medical insurance premium for employee 100% paid (additional insurance for dependents may be available at cost to employee)
- Retirement 401(k) plan with company contributions match of up to 5%

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### Work Schedule:

- 8 to 10 hour daily shifts
- Monday to Friday (or 4x10 hour days)
- Monthly Board (BOD) Meeting (evenings 4–7 pm) if required