

BOOKKEEPER

Cherry Creek Waterworks District

Position: Part-Time Bookkeeper

Hours: Approximately 20 hours per week, with the potential for increased hours. Office hours are 9:00am to 2:00pm. We are flexible on setting hours.

Starting Wage: \$30.00 per hour

Reports To: Office Administrator and Board of Trustees

Application Deadline: September 30, 2026

About the Position

Cherry Creek Waterworks District is seeking an experienced, organized, and detail-oriented Bookkeeper to join our team.

The Bookkeeper will be responsible for the District's full-cycle bookkeeping and day-to-day financial administration. The successful candidate will work closely with the Office Administrator and Board of Trustees and will play an important role in maintaining accurate financial records and supporting the District's financial reporting and year-end requirements.

Key Responsibilities

- Perform full-cycle bookkeeping for the District.
- Process accounts payable and accounts receivable.
- Manage and complete monthly bank reconciliations.
- Maintain and reconcile the general ledger.
- Process payroll and related requirements.
- Prepare and submit government filings, remittances, and other required financial documentation.
- Prepare and generate monthly financial statements and financial reports.
- Maintain accurate and organized financial records and supporting documentation.
- Assist the District's accountants with year-end financial statements and audit requirements.
- Work collaboratively with the Office Administrator and Board of Trustees to support the District's financial administration.
- Perform other related bookkeeping and financial duties as required.
- Administrative support duties as required.

Qualifications

Required:

- Minimum 3 years of bookkeeping experience.
- Strong understanding of full-cycle bookkeeping and accounting principles.

- Experience with accounts payable and accounts receivable.
- Experience with bank and general ledger reconciliations.
- Payroll processing experience.
- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Ability to work independently and meet deadlines.
- Ability to maintain confidentiality when handling financial and personal information.
- Strong computer and communication skills.

Experience in a local government, utility, or similar public-sector environment would be considered an asset.

How to Apply

Qualified candidates are invited to submit a resume outlining their bookkeeping experience and qualifications by **September 30, 2026**.

Please submit applications by email to:

Dana Forrester

danalforrester@gmail.com

Cherry Creek Waterworks District thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.