

CONTRACTOR SCOPE OF SERVICES  
*Request for Proposal Supplement*  
ARCH CAPE DOMESTIC WATER SUPPLY AND SANITARY DISTRICTS

**Banking**

- Maintain checkbook monthly and submit to the Board Treasurer for reconciliation.
- Deposit all revenue to bank accounts and record and manage necessary Local Government Pool and Clatsop County documentation forms.

**Full Charge Bookkeeping**

- Maintain QuickBooks and customer database.
- Maintain water usage data generated for the District.
- Execute quarterly billing in accordance with District policy.
- Send disconnection and reconnection notices to the District Manager who follows through on the process for delinquent or new accounts.
- Support Payroll.
- Report District payables and pay Board approved bills.
- Coordinate efforts with auditor for annual accounting review audit.
- Record, maintain, and distribute ledgers with appropriate explanatory notes to District financial statements in monthly budget versus actual financial reports to all Board members.
- Provide data hard drive backup.
- Assist the District Manager in budget preparation and distribute approved budgets to the proper authorities.

**Reporting**

- Comply with codes and standards.
- Fulfill federal, state, and local reporting requirements including debt service reporting.
- Provide monthly financial report to District Manager.

**Supporting Water and Sanitary Boards**

- Attend all regular Board and Budget meetings and hearings; record, prepare, and Distribute minutes within ten calendar days.
- Place legal notice of all Board meetings and work sessions with agendas, resolutions, Ordinances.
- Serve as Secretary of Board if elected by Board.
- Facilitate development and distribution of the board packet in accordance with the District Manager and Board Presidents.