

BIG SIOUX COMMUNITY WATER SYSTEM, INC.

Big Sioux Community Water System, a member owned, non-profit rural water system serving Lake & Moody County, seeks applicants for a full-time bookkeeping position.

Responsibilities include but are not limited to maintaining on a current basis: accounts, ledgers, business records and corporate files. This position also is responsible for distributing monthly financial and performance reports for the Board of Directors, General Manager, Attorney, and governmental entities. Other duties include preparing and distributing payroll, A/P, A/R, maintaining employee benefits, reconciling bank accounts, corporate records, board minutes, working with the Auditor and other important company documents. Applicants must be detail oriented and organized.

At least 3 years of experience in accounting or bookkeeping is preferred.

Big Sioux Community Water System provides highly competitive hourly wage dependent on experience and qualification. An excellent benefit package will be available to the successful candidate. Benefits include medical, dental, vision, long term disability, flexible spending plan, 401K with a very high employer percentage contribution with employee contribution, paid vacation, paid sick leave, paid training, and paid holidays.

Please email questions or resume to: jodi@bigsiouxcws.com or send resume to:

General Manager
Big Sioux Community Water System
23343 479th Ave.
Egan, SD 57024

We are an equal opportunity Employer.

BIG SIOUX COMMUNITY WATER SYSTEM, INC.
 Employment Application – Summer Position

APPLICANT INFORMATION

Last Name _____ First _____ M.I. _____
 Street Address _____ Apartment/Unit # _____
 City _____ State _____ ZIP _____
 Phone _____ E-mail Address _____
 Date Available _____ Desired Salary _____
 Position Applied for _____
 Are you authorized to work in the U.S.? YES NO
 Have you ever worked for this company? YES NO If so, when?
 Have you ever been convicted of a felony? YES NO If yes, explain
 Are you 18 years of age? YES NO
 Do you have a valid driver's license? YES NO
 Are you comfortable driving a tractor and pulling trailers? YES NO

EDUCATION

High School _____ Address _____
 Did you graduate? YES NO Degree _____
 College _____ Address _____
 Did you graduate? YES NO Degree _____
 Other _____ Address _____
 Did you graduate? YES NO Degree _____

REFERENCES

Please list three professional references.

Full Name _____ Relationship _____
 Company _____ Phone _____
 Address _____
 Full Name _____ Relationship _____
 Company _____ Phone _____
 Address _____
 Full Name _____ Relationship _____
 Company _____ Phone _____
 Address _____

PREVIOUS EMPLOYMENT

Company _____ Phone _____
 Address _____ Supervisor _____
 Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
 Responsibilities _____
 From _____ To _____ Reason for Leaving _____
 May we contact your previous supervisor for a reference? YES NO

Company _____ Phone _____
 Address _____ Supervisor _____
 Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
 Responsibilities _____
 From _____ To _____ Reason for Leaving _____
 May we contact your previous supervisor for a reference? YES NO

Company _____ Phone _____
 Address _____ Supervisor _____
 Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
 Responsibilities _____
 From _____ To _____ Reason for Leaving _____
 May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Branch _____ From _____ To _____
 Rank at Discharge _____ Type of Discharge _____
 If other than honorable, explain _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____ Date _____