

LMKP Lake Improvement District

Contractor needed

Solicitation for: Administrative & Accounting Services

Contracting agency: LMKP LID

Services requested:

Basic accounting functions including, but not limited to: prepare monthly bills for payment, coordinate check signing, prepare financial statements, reconcile bank statements.

Basic administrative functions including, but not limited to: post meeting notices, arrange meeting venues, post various information to website, required communications regarding pumping operations, monitor email and forward as appropriate, monitor post office box in Perham and forward as appropriate.

Other duties as assigned.

Qualifications Preferred:

Two years experience with basic accounting functions and administrative duties, including Microsoft Word and Excel, accounting and financial reporting principles, written and verbal communication skills including posting to websites, customer service mindset

Terms:

We anticipate this position will require 7-10 hours monthly. The selected party will be required to enter into a service agreement with the LMKP LID.

Application:

Please send a letter with your qualifications and proposal to the LID's email (lmkplid87@gmail.com) by July 31, 2024.