



Twain Harte Community Services District

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EMPLOYMENT OPPORTUNITY

POSITION: ACCOUNTING/ADMINISTRATIVE ASSISTANT
SALARY: \$20.087 – \$24.416 PER HOUR DOE
HOURS: PART-TIME, NOT TO EXCEED 1000 HOURS/YEAR

Twain Harte Community Services District seeks a highly motivated, qualified individual to fill an immediate need in our office team at the position of Accounting/Administrative Assistant. The position is a non-benefited, part-time position not to exceed 1,000 hours per year. Office hours are from 7:00 a.m. to 4:00 p.m. Monday through Friday, with the exact working days and hours to be decided based on the needs of the District and the selected candidate. Pay ranges from \$20.087 - \$24.416 depending on experience. Please see attached job description for position details.

Please apply using the below application by 4:00 p.m. Monday, September 25, 2017. A District Employment Application is required and may be faxed, e-mailed or mailed using the above contact number/addresses. No phone calls please.

ACCOUNTING/ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

General Job Description

Under the direction of the Finance Officer and/or General Manager, provides a variety of responsible office, administrative, secretarial, clerical, accounting and customer service support to the District's water, sewer, fire, park and administrative departments.

Examples of Essential Functions (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- **Accounting Support – performs a full range of duties related to the accounting function in accordance with District policies including but not limited to:**
 - Maintenance of vendor records.
 - Enforcement of State prevailing wage requirements for public works projects.
 - Processing of purchase orders and invoices including review of proper documentation, approvals, and coding.
 - Entering, verifying and reconciling input data for accounts payable.
 - Preparing accounts payable checks for printing, distribution and mailing.
 - Responding to inquiries from vendors and employees and initiating appropriate action/correspondence to resolve accounts payable problems.
 - Training staff in proper accounts payable procedures as required.
 - Serving as back-up support for accounts receivable and payroll processes on an as needed basis.
 - Acting as a key employee in the implementation and operation of inventory control software.
 - Assisting with yearly inventory process.

- **Administrative/Customer Service Support – performs a wide variety of clerical and administrative duties to support departmental or program operations including but not limited to:**
 - Refining/maintaining a uniform District wide filing system as directed.
 - Updating and maintaining the District website regularly with events, information and news as directed.
 - Coordinating District mailings.
 - Compiling monthly Board packets for distribution.
 - Processing various reports as directed.
 - Completing routine clerical work, including filing, faxing, emailing, preparing documents for mailing, classifying and indexing records, copying, etc.
 - Providing assistance to the Customer Services Representative when needed.
 - Assisting with departmental special projects on an as needed basis.

Required Qualifications

- **Knowledge Of:**
 - Modern office practices, methods, and computer applications, including word processing, web design, database, automated account record keeping, and spreadsheet applications.
 - Elementary accounting principles and procedures.
 - Business mathematics.
 - English usage, spelling, grammar vocabulary and punctuation.
 - Principles and procedures of record keeping including procedures used in financial record keeping and bookkeeping.
 - Business letter writing and the standard format for reports and correspondence.
 - Secretarial practices, including filing, indexing, and cross-referencing methods.
 - Common public relations courtesies, practices and techniques.

- **Ability To:**
 - Accurately type at a minimum speed of 40 words per minute.
 - Proficiently operate a 10-key adding machine.
 - Make mathematical calculations accurately and rapidly.
 - Identify and reconcile errors.
 - Use computers, applicable software and other office equipment to perform job duties, including Microsoft Word, Excel, Outlook, accounting and website software.
 - Understand and follow written or verbal instructions.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain and foster positive and effective working relationships.
 - Learn and understand the organization and operation of the District to assume assigned responsibilities.
 - Learn and apply administrative, departmental, and financial policies and procedures.
 - Interpret and explain District accounts payable and purchasing procedures.
 - Establish and accurately maintain a variety of filing, record keeping, and tracking systems.
 - Organize own work, set priorities, and meet critical time deadlines.
 - Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.

Training and Experience; Licenses and Certification Requirements

- Possession of a high school diploma or equivalent is required.
- Possession of a valid Class C California Motor Vehicle Operator's License with a satisfactory driving record to maintain insurability is required.

- Must have an adequate combination of training, education and/or experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying applicant could have any of the following:
 - Two years of experience performing moderately difficult account record keeping.
 - Two years of experience in administrative, office support, and customer service assistance.
 - A combination of experience and training or college level course work.

Desired Qualifications

- A college degree or coursework in related fields.
- Public sector experience with a California Special District or other governmental entity.

Basic Work Hours: Flexible hours based on District needs, not to exceed 1,000 hours per year.

Working Conditions:

- **Environmental Conditions** – Office environment; exposure to computer screens.
- **Physical Demands**
 - Lifting: Raises and lowers boxes up to 25 pounds.
 - Carrying: Transports objects by holding them in hands or arms.
 - Stooping: Bends body downward and forward by bending at the knees or waist.
 - Sitting: Remains in a seated position for up to 8 hours a day.
 - Talking: Expresses ideas and shares information by means of spoken word in person or by telephone.
 - Hearing: Hears to receive communication in person and by telephone
 - Hands/Arms: Operates computer for up to 8 hours a day.
 - Vision: Reads written documents or computer screens for up to 8 hours a day. Operates vehicles and office equipment