



GREEN VALLEY COUNTY WATER DISTRICT

Accepting applications for position of DISTRICT SECRETARY

The Green Valley County Water District is considering candidates seeking long term employment for this position. Candidate must have strong general office and accounting skills. Knowledge of Quickbooks Desktop is a must (Accounting, Payables, General Ledgers, etc). Familiarity with PC applications. Proficiency in MS Office (MS Excel, Word, and MS Outlook, in particular). Excellent time management skills and ability to multi-task and prioritize work. Excellent written and verbal communication skills. Should be comfortable working independently in a one person office and interacting with customers.

Main duties include: customer service, answering phones, billing, A/P, A/R, bank reconciliations, Payroll (W2 and 1099) & General Ledger accounting. Secretary to the Board of Directors, maintaining District website. Assisting the General Manager. Filing annual reports.

This is a full time (40 hour) position, Monday-Friday, including attendance of evening monthly board meetings. Prefer someone local but not required but must occasionally be available for emergencies and ability to respond within 30 minutes.

Must have a High School diploma or equivalent and must be 18 or over and possess a California Driver's License.

Benefits include paid healthcare, vacation, paid sick leave and retirement plan. Salary based on experience. To obtain an application call us at (661) 270-0836. Applications must be received by 3:00 pm on September 23, 2022. Resumes may be submitted with completed application. Please email applications to Info@gvcwd.org.