



San Benito County Water District

30 Mansfield Road • P.O. Box 899 • Hollister, CA 95024-0899
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EMPLOYMENT OPPORTUNITY

Application deadline for the 1st round of interviews is Friday, September 24, 2021)
Apply Immediately – Open Until Filled

Office Specialist I/II/III

\$3,231 - \$5,080/mo

Career opportunity for an individual who can perform a variety of duties in the accounting office, processing accounts payable and receivables with accuracy and attention to detail. The ideal candidate will possess knowledge of A/P, A/R, and G/L and have the ability to manage multiple priorities and work with other departments in providing timely services.

Essential functions may include but are not limited to: preparation of reports; perform data entry ensuring proper documentation and coding; provide assistance in the development of the District's budget; knowledge of business letter writing and recordkeeping maintenance, retention and retrieval.

Requirements: High school diploma and any combination of education and experience that provides the necessary knowledge and abilities. A typical way to obtain this would be: 1-4 years of experience in specialized office, recordkeeping or administrative support in performance of duties.

The successful candidate must pass drug screening, background check, and must possess a valid California Drivers' License and acceptable driving record to the District's automobile insurance provider prior to being appointed.

Additional Information: We offer a competitive salary and benefit package and a great working environment. We provide on-going training and support our employees. This is an SEIU represented position. A complete job description is available at www.sbcwd.com.

Application Instructions: Application packet available at www.sbcwd.com. Please include: (a) Cover letter; (b) Supplemental questionnaire; (c) Resume; (d) District Application (resume will not substitute for completed application); (e) and copies of any certifications. Please email required application documents to jobs@sbcwd.com or mail to PO Box 899, Hollister, CA 95024.

All applications will be screened and reviewed for conformance with requirements listed in this job announcement and the position's job description. The most qualified candidates will be invited to participate in the interview process including skills assessment.