

Sunnyslope County Water District

Announces Opening for

BILLING CLERK / RECEPTIONIST

\$3,024.76 - \$3,676.62 /month

The Sunnyslope County Water District is accepting applications for the position of Billing Clerk/Receptionist to perform general receptionist services, clerical accounting duties for utility billing (collection of accounts receivable), and provide technical and clerical assistance to District staff.

Applicants should have knowledge of accounting principles and procedures, office equipment and practices; ability to perform accurate data entry; apply good customer service skills; and be proficient with Microsoft Office Word and Excel.

A complete application includes: a District application, typing certificate, and supplemental questionnaire. A complete job description, District application form, supplemental questionnaire, and information on how to obtain a typing certificate are available at the District office, the District's website at: www.sscwd.org, or by calling (831) 637-4670. You may attach a resumé, but no faxes or photocopies will be accepted.

APPLICATION DEADLINE:

January 12, 2018, 4:00 p.m. Application package must be received in the District office before the deadline, postmarks are not accepted.

APPLY TO:

Human Resource Manager
Sunnyslope County Water District
3570 Airline Highway
Hollister, CA 95023-9702