

Fall River Valley Community Services District



JOB OPENING

Job title: Office and Operations Assistant

Work Location: District Office, 24850 3RD Street and Field work in McArthur and Fall River Mills

Division/Department: Administration and Operations

Reports to: General Manager

Part time as needed 20+ Hours/wk

Starting at \$17/Hr.

Essential Duties and Responsibilities:

- Answer phone calls in a professional manner, send faxes and general mail
- Perform data entry tasks and enter information into computer database programs
- Perform payroll, billing and accounts payable tasks
- Be available to fill in for the Office Manager as needed
- Perform related duties as assigned by Office or General Manager
- Perform historical water and sewer systems documentation in office and in field
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Computer proficiency, programs and database systems (MS Office – Word, Excel and Outlook).
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Must possess good organizational skills and coordination abilities.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Can perform the payroll cycle.
- Can perform Accounts receivable cycle.
- Can perform Accounts Payable cycle.
- Must be quick to respond to queries, requests and instructions.
- Must have neat and legible handwriting.
- Must work well with the public and possess technical knowledge, problem solving abilities and multi-tasking skills.
- High school diploma or GED required.
- Associate degree preferred, 4 + years' experience in an office setting will be considered.

Physical Requirements:

- Must participate in pre-employment Drug testing, random drug testing, and be drug free on the job.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to lift and carry up to 25 lbs.
- Must be able to talk, listen and speak clearly on telephone.

Applications or Resumes accepted through 1/14/2021

**Application available at the District office: 24850 3rd St., Fall River Mills or online at www.FRVCSO.org
Call Amber at 530-336-5263 for more information**