

# EMPLOYMENT OPPORTUNITY

**The Resort Improvement District No. 1 is accepting Applications for Employment for the following position:**

## **Full-time Office Clerk / Meter Reader - Confidential**

**General Description:** Under supervision of the Administrative Assistant performs the following duties:

### **Clerical Duties:**

1. Acts as receptionist--receiving, routing and placing telephone calls, directing visitors.
2. Types reports, correspondence, statistical and financial data.
3. Provides information to the public in person and by telephone.
4. Receives, distributes and dispatches mail.
5. Maintains files and records: Accounts Payable invoices and payments; customer billings.
6. Proofreads copy and photocopies materials.
7. Operates office equipment including calculators, photocopier, computer.
8. Assists in preparation of Board of Directors Agenda package.
9. Assists in Golf Course operation.
10. Other duties as assigned.

### **Custodial/Maintenance Duties:**

1. Order and maintain cleaning supplies.
2. Clean District offices and Community Center.
3. Prepares Community Center for Board meetings.
4. Traffic control in field.

### **Bookkeeping Duties:**

1. Tabulates and checks simple statistical or accounting data.
2. Receives money in payment of customer billings and fees.
3. Assists in preparing and checking payroll and accounting records.
4. Maintains meter data (updates, adds new customers, etc.).
5. On a monthly basis, reads electric and water meters, enters data in computer system and prepares customer billings. Issues delinquent account and shut-off notices.
6. Assists General Accounting Clerk.
7. Makes timely deposits to the bank.

### **Confidentiality:**

This is a Confidential position and from time to time may be required to handle privileged information and sensitive matters pertaining to the District.

**Desirable Qualifications:**

Should have knowledge of correct English, spelling, and punctuation; bookkeeping methods, office procedures and practices.

Should have the ability to use a calculator and other office machines, type at a speed of not less than 45 wpm from clean copy, understand and carry out oral and written direction, and maintain cooperative relations with the public.

**Minimum Qualifications:**

1. High school or equivalent education.
2. Previous experience with word processing and Excel.
3. Physically capable of reading electric and water meters if the designated meter reader is not available.
4. Must possess a valid California Driver's License.
5. Must be able to lift 25lbs.
6. Must be able to pass a pre-employment drug and alcohol test.

Salary Range: \$16.56 to \$22.08

Benefits package includes medical, dental, and CalPERS retirement.

Please send completed application to RID, 9126 Shelter Cove Road, Whitethorn, CA 95589.

Vacancy open until filled.

Posted 12/06/2021