

EMPLOYMENT OPPORTUNITY

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

Part-time Office Clerk / Custodian - Confidential

Part-time position with a range of hours from 8 to 19 hours per week. Under the supervision of the General Manager will perform basic clerical and custodial duties for the District. General description follows:

Clerical Duties:

1. Acts as receptionist--receiving, routing and placing telephone calls, directing visitors.
2. Types reports, correspondence, and provides data entry for statistical and financial data.
3. Provides information to the public in person, by email 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, and computer.
8. Assists in preparation of Board of Directors Agenda package.
9. Assists in Golf Course operations.
10. Other duties as assigned.

Custodial/Maintenance Duties:

1. Order and maintain cleaning supplies.
2. Cleans offices, restrooms and any other facility operated by the District.
3. Prepares meeting hall for Board meetings.
4. Traffic control in the field during construction.

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 billing files and data.
5. Enters data in computer system and prepares customer billings. Issues delinquent account and shut-off notices. Actual meter reading may be required if a designated meter reader is not available.

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:

1. Should have knowledge of correct English, spelling, and punctuation, bookkeeping methods, office procedures and practices.
2. Should have the ability to use standard office computer software, calculators, copiers, scanner, fax machine, multi-line phones and other office machines, understand and carry out oral and written direction, and maintain cooperative and professional relations with the public at all times.

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 between \$16.56 and \$20.42 per hour.

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

Vacancy open until filled.

Posted 12/06/2021