

Assistant Office Manager

Reclamation District 1004

How to apply:

Send your resume to
Reclamation District 1004, 317
4th Street Colusa, CA 95932 or
email resume to
rd1004@comcast.net

****see attached for job description****

5 days per week

Hours: 8:00am to 5:00pm



ASSISTANT OFFICE MANAGER

(5 DAYS PER WEEK)

HOURS: 8:00 a.m. to 5:00 p.m.

JOB DESCRIPTION

1. Open daily mail and distribute to the correct departments.
2. Handle all accounts payable data entry and other general data entry requirements.
3. Answer telephones, meet with landowners and farmers, receive and process water applications.
4. Handle all Public Information request and release of information as directed by the Chairman of the Board.
5. Post agenda (to window and post on website)
6. Assemble and Mail Board packets out timely.
7. Manage office when Office Manager/Sec. to the Board is out of the office.
8. Maintain all office, field and kitchen supplies
9. Maintain back room files and keep in an orderly fashion.
10. Payroll and payroll taxes
11. Make deposits as requested
12. Learn RRA forms. Keep RRA files in order.
13. Monitor Board of Trustees 700 forms and training
14. All office filing
15. Xerox maintenance
16. Balance all bank, LAIF and County Fund bank accounts
17. Assist the District Manager with starting a data entry program for historical files.
18. Other tasks as assigned by the Office Manager/Secretary to the Board of Trustees and the District Manager.
19. Manage petty cash
20. Set up and take down Board room tables for events. Order and pick up food etc. for District events.

Skills required:

1. Knowledge of general accounting including accounts payable and account reconciliation.
2. Possess knowledge of Quickbooks Accounting program
3. Must be competent or be able to readily learn, to enter and retrieve data from computer Files and to use computer word-processing programs to produce correspondence and documents, excel, data entry.
4. Be extremely organized
5. Minimum educational: High School Diploma or GED
Pay Range: \$17.00 hour/ or DOE
21. Take direction and learn the duties of the Secretary to the Board of Trustees as directed by the Secretary for backup purposes

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Benefits:

Sick leave, vacation leave, retirement, paid holidays

15 minute morning and afternoon break to be provided and taken

One hour lunch break.

Physical Capabilities:

Will be required to sit at computer and enter data for long periods of time daily.

Must be able to lift file boxes