

FILING PERIOD: OPEN UNTIL FILLED

DEFINITION

This is an exciting opportunity for an undergraduate student to join the Mountain House Community Services District. This position is responsible for assisting members of the Finance Department in both daily activities and special projects to learn, understand and gain experience related to government finance.

This position is year-round, part time (up to 20 hours) during school semesters (flexible schedule) and full-time (up to 40 hours) during breaks. This is a great opportunity for college level students to gain experience and insight into government accounting concurrent with their coursework.

CLASS CHARACTERISTICS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Sets up the new Fixed Assets and Accounts Receivable modules in the accounting system.
- Assist with set up of Project Accounting in the accounting system and creation of a user manual.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of the accounting and financial records.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports.
- Assists with special projects as required.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Business arithmetic and basic financial and statistical techniques.
- Record-keeping principles and procedures.
- Modern office practices, methods, and equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform detailed technical accounting and financial office support work accurately and in a timely manner.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Completion of the twelfth (12th) grade or equivalent and continuing college level coursework.

Licenses and Certifications:

➤ None.

Physical and Mental Requirements: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Apply by mail or in person:

Mountain House Community Services District
230 S. Sterling Drive, Suite 100
Mountain House, CA 95391

Email to: nadamo@sjgov.org

To apply for this opportunity, please send a completed District application or a current resume to the address above.

Office hours:

Monday - Friday 8:00 am to 5:00 pm; excluding holidays. (Closed 12:00 pm - 1:00 pm)

Phone: (209) 831-2300

Mountain House Community Services District is an Equal Employment Opportunity (EEO) Employer