

Sunnyslope County Water District

Announces Opening for

ACCOUNT TECHNICIAN

\$3,218.40 - \$4,992.80

The Sunnyslope County Water District is accepting applications for the position of Account Technician to perform clerical accounting duties for utility billing (A/R), general receptionist services, and provide technical and clerical assistance to District staff.

Applicants should have knowledge of accounting principles and procedures, office equipment and practices; ability to perform accurate data entry; apply good customer service skills; and use Microsoft Office Word and Excel.

A complete application includes: a District application, typing certificate, and supplemental questionnaire. A complete job description, District application form, list of supplemental questions, and information on obtaining a typing certificate are available at the District office, online at: www.sscwd.org, or by calling (831) 637-4670. You may attach a resumé, but no faxes or photocopies will be accepted. EOE.

APPLICATION DEADLINE:

July 23, 2010, 3:00 p.m. Postmarks are not accepted.

APPLY TO:

Human Resources Manager,
Sunnyslope County Water District
3570 Airline Highway
Hollister, CA 95023-9702