



COTTONWOOD WATER DISTRICT

Mailing Address:
P.O. Box 2130
Cottonwood, CA 96022

Emergency Contact:
(530) 941 - 4274
(530) 209 - 1542

Office Location:
3282 Chestnut St.
Cottonwood CA, 96022

Administrative Contact:
Phone: (530) 347 - 3472

Web: <http://cottonwoodwaterdistrict.org>

Office Manager Recruitment

Salary: \$40,000 - \$62,000 - Depending on Experience

If you enjoy a low-key work environment in a small community, then the Cottonwood Water District might be right for you. The Cottonwood Water District provides clean drinking water to the greater Cottonwood community and we are looking for a new Office Manager to join our team. We understand that each applicant may have some unique skills to offer and therefore the District will consider all applicants based on their merit.

The Office Manager will be hired through established employee guidelines and will be under the general supervision of the General Manager. The following duties listed below are illustrative only and are not meant to be a complete listing of all duties and responsibilities of the Office Manager;

- Must provide administrative support, general office organization, and adequate accounting skills.
- Must possess a valid California Drivers' License with proof of a clean driving record.
- Must be Bondable.
- Responsible for processing accounts receivable, accounts payable, and general bookkeeping.
- Shall attend all Board meetings (Regular, Special, and Public Hearings) and shall maintain record keeping of each meeting.
- Shall prepare agendas and meeting minutes for all meetings under the supervision of the General Manager or at direction of the Board.
- Financial reporting and accurate record maintenance to provide all reporting for the District's annual audit.
- Other duties as assigned by the General Manager and/or the Board.

Upon a tentative job offer from the District, the applicant must pass a pre-employment physical examination including a drug screening test and submit to and successfully pass a DOJ/Livescan Criminal Background Check.

The incumbent will be on probation for a period of 6 (six) months upon date of hire.

Desirable Qualifications/Experience:

- ✓ Must be personable and patient throughout various customer engagements.
- ✓ Clerical duties shall consist of adequate computer skills with programs such as Word, Excel, QuickBooks, etc..
- ✓ The ability to problem solve various issues by utilizing your given resources.
- ✓ Minimum of two (2) years' experience in financial record keeping, analysis, reconciliation, financial transactions, accounts receivables, accounts payable, payroll, payroll reporting, customer care/customer related duties, billing and general office skills, or equivalent.

Job Type: Full time

Benefits: Vacation, Sick Leave, Dental Insurance, CALPERS Retirement

Salary Range: \$40,000 - \$62,000, Depending on Experience

Application Deadline: February 7th, 2025

Application Instructions: Please submit a Resume, Cover Letter and Application to one of the following;

- Email: CottonwoodWaterDistrict@gmail.com
- Mailing Address: P.O. Box 2130, Cottonwood, CA 96022
- Office Location: 3282 Chestnut St, Cottonwood, CA 96022

****The Cottonwood Water District is an Equal Opportunity Employer****