

Nevada Irrigation District

1036 W. Main St. Grass Valley, CA 95945 (530) 273-6185
www.nidwater.com



Finance Assistant I/II (Customer Service) – Internal/External

Finance Assistant I - \$19.97/hour - \$24.27/hour

Finance Assistant II - \$22.06/hour - \$26.80/ hour

*In addition to a competitive salary, Nevada Irrigation District offers an excellent benefits package. EOE
See Benefits Bulletin at www.nidwater.com for more details.*

APPLICATION PROCEDURE AND DEADLINE:

District applications may be obtained from the District office at 1036 W. Main Street, Grass Valley, CA 95945 or by accessing our website at www.nidwater.com.

Application must be received by 5:00 pm, Friday, January 26, 2018. A completed Nevada Irrigation District Application is required for this position. A resume and cover letter are strongly encouraged. No faxed or emailed applications will be accepted.

DEFINITION:

To perform a variety of financial, accounting and customer service support duties; to receive and process payments; to organize and maintain related financial records; to balance and reconcile accounts; and to perform related support duties in the area of assignment.

EXAMPLES OF DUTIES:

See attached class specification for more details.

GENERAL QUALIFICATIONS and SPECIAL REQUIREMENTS:

Experience: **Finance Assistant I:** One year of clerical accounting experience that involved providing customer service.

Finance Assistant II: Two years of responsible experience similar to Finance Assistant I with Nevada Irrigation District.

Education: **Finance Assistant I/II:** Equivalent to the completion of the twelfth grade.

License: Possession of a valid CA driver's license.