



Job Announcement

ACCOUNTING AND DATA ENTRY CLERK

Description.

- This an hourly position that enters, collects, and processes data and payment information from water customers. Pay range \$14.50 to \$18.50 an hour.
- Processes customer payments by reviewing data for amounts and timeliness; resolving discrepancies by using standard procedures or inquiring with management, Staff, or with the Customer for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Accounting and Bookkeeping Entry and Review Accounting work for the District.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from receipts when account information is incomplete; purging files to eliminate duplication of data.
- Tests customer and account system changes and upgrades by inputting new data; reviewing output.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

Data Entry Clerk Skills and Qualifications: Organization, Typing, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, Decision Making, Independence, Analyzing Information , Results Driven, Energy Level **Also, candidate must demonstrate** correct English usage, spelling, grammar and punctuation; methods, practices and terminology used in financial clerical work; and modern office methods, practices and procedures. An applicant must have accounting software experience of at least 1 year, and prior use of accounting software, and the ability to: post financial data and to make arithmetical calculation rapidly and accurately; type at a speed of not less than forty-five (45) words per minute from clear copy; understand and carry out oral and written directions; and, maintain cooperative relations with those contacted in the course of work. Job requires a GED or high school diploma and minimum of 6-12 months of post high school education or training from a community college or technical institution or equivalent. Know accounting and bookkeeping principles, practices, procedures, and terminology; and basic electronic data processing principles as applied to general, cost, payroll, accounts payable and managerial accounting.

Please submit resume by January 23, 2017 at 12:00 pm to mgarza@sativawd.com

Or via Mail to:

Sativa LA County Water District
Attn: Administrative Manager
2015 E. Hatchway St.
Compton, CA 90222