

9/9/2019

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

DAVID PIERSON, President
HARRY FARMER, Vice President
AMANDA RICE, Director
CINDY STEIDEL, Director
DONN HOWELL, Director



OFFICERS:

JOHN F. WEIGOLD IV, General Manager
MONIQUE MADRID, District Clerk
TIMOTHY J. CARMEL, District Counsel

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**JOB ANNOUNCEMENT
TO CREATE QUALIFYING EMPLOYMENT LIST
FOR THE POSITION OF ADMINISTRATIVE TECHNICIAN III
and
FINANCE SPECIALIST**

Salary: \$60,700 - \$73,781, annually

The Cambria Community Services District is located on the beautiful central coast of California approximately five miles south of Hearst Castle and 15 miles north of Morro Bay. The Cambria Community Services District serves a population of approximately 6500 and Cambria is considered one of the most desirable places to live in California. Within thirty minutes of San Luis Obispo and Paso Robles, Cambria offers a quality of life that provides unlimited outdoor amenities, rugged coastlines, rolling hills, clean air and a Mediterranean climate. Cambria offers excellent schools and a work environment that fosters teamwork, collaborative thinking and a sense of community. The District seeks to build a qualifying employment list for the Administrative Technician III and Finance Specialist position. Seeking qualified and highly motivated individuals with a strong work ethic to apply for placement on the qualifying employment list. The qualifying employment list is intended for qualified applicants to be called upon for temporary or permanent appointments, on an as-needed basis.

The qualifying list for these positions are within the Finance Department with a focus on accounting skills including, Payroll, Accounts Payable, Accounts Receivable, Utility Billing, Customer Service, implementation of a new financial software system and data entry.

Some examples of applicable knowledge include but are not limited to the following:

KNOWLEDGE:

- Modern office practices and procedures; customer service techniques; filing systems and procedures; two years of experience in a computerized financial environment.
- Methods and practices of payroll record keeping.
- Employees and retiree benefit programs.
- Perform Accounts Receivable and Payable functions-tracking payment status, processing accounts payable, verifying receipt of services and or material.
- Responsible for utility billing system, prepares utility bills, and the parcel management system.

For more information regarding minimum qualifications, specific knowledge, skills, and abilities applicable to each position please review the position descriptions located on the CCSD website at this

link: <https://www.cambriacsd.org/employment-opportunities>

HOW TO APPLY:

If you are interested in applying for the position with the opportunity to be placed on a qualifying employment list, please contact the Cambria Community Services District at (805) 927-6223 and request an application, or visit the District's website at <https://www.cambriacsd.org/human-resources-department> for additional information.

Candidates must submit a clear, concise, completed District application and resume. If a question on the CCSD employment application doesn't pertain to the applicant, please write N/A. Do not leave any questions unanswered. If the CCSD application is incomplete and/or proof of required qualifications are not included, applicants will be disqualified. Applications may be submitted by mail or by email to hdodson@cambriacsd.org. Applications sent by email must have **Administrative Technician III or Finance Specialist Application** in the subject line. Faxed applications will not be accepted.

CCSD
c/o HR Manager
PO Box 65
Cambria CA 93428

All applicants will be reviewed and only those candidates determined to be most qualified for the position on the basis of experience, training and education as submitted, will be placed on the qualifying employment list. Depending on departmental needs, interviews may be conducted at any time while the recruitment is open. The candidates who have successfully completed all phases of the recruitment process will be included on the qualifying employment list.