



EAST NILES COMMUNITY SERVICES DISTRICT OFFICE MANAGER/CONTROLLER JOB OPENING

A local water/sewer district in East Bakersfield is accepting applications for a full-time Office Manager/Controller, working under the direction of the General Manager. Responsible for billing and financial aspects of the water district, including the supervision of clerical staff. Must have at least 3 years' experience with strong accounting and finance skills and be proficient with MS Word and MS Excel computer software. Other duties include preparing payroll and accounts payable, reconciling general ledger, and preparing monthly reports. Bachelor's degree in accounting is required. Competitive salary with medical, dental, and vision benefits, and pension plan offered. Must be able to successfully complete a drug test, physical exam, and background check as part of the pre-employment screening process if offer of employment is accepted. Monthly Salary \$7,591-\$9,227 with medical, dental, and vision benefits. Email required application, with applicant's name saved in the electronic filename, and resume to truiz@eastnilescsd.org. Application deadline is 4:00 p.m., March 20, 2025. Application and job description may be downloaded from the District website at www.eastnilescsd.org.

EAST NILES COMMUNITY SERVICES DISTRICT
1417 Vale St., Bakersfield, CA 93306