



Lower Tule River Irrigation District Pixley Irrigation District

Accounting Assistant — (Starting range: \$21.05 - \$23.22 per hr., DOQ – with excellent benefits package) The Lower Tule River and Pixley Irrigation Districts are accepting applications for the position of Accounting Assistant. Experience in accounts receivable, accounts payable, and office administration experience required. Other duties; ability to work in a multi-company setting, perform bank reconciliations, special project account reconciliations, and other accounting-related work as required. Qualified candidates will possess a high school diploma and a minimum of 2 years of experience and knowledge of accounting practices. Successful completion of college-level coursework in accounting/bookkeeping, excellent organization skills, and advanced Microsoft office-related programs preferred. Applications are available online at www.ltrid.org. Submit to canales@ltrid.org.

Job Type: Full-time

Pay: \$21.05 - \$23.22 per hour

Benefits:

- Dental Insurance
- Health Insurance
- Paid time off
- Vision insurance

Physical Setting:

- Office

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

Experience:

- QuickBooks: 2 years (Required)
- Excel: 2 years (Required)
- Word: 2 years (Required)