



Job Announcement

Position:	District Secretary
Closing Date:	January 13, 2023
Salary Range:	Annual Salary \$60,625 - \$75,794 (\$2,332-\$2,915 Bi-Weekly)
Benefits:	Full benefits package (defined contribution retirement, medical, dental, vision, vacation, sick leave, holidays, etc.)
Probation:	Position is subject to a one-year probationary period.
Status:	Regular full-time, FLSA Exempt position
Location:	Kern Mosquito & Vector Control District 4705 Allen Road Bakersfield, CA 93314

Position Summary:

Under the direction and supervision of the District Manager, this position is regarded as administrative and relates to organizing and controlling administrative records. The Secretary plans and organizes files, other forms or record keeping, reports, and business office procedures; checks all invoices and pays the bills; is responsible for payroll and associated records; set up and maintains budgetary control and fiscal records, operational records, work load and cost data, personnel records, and devises forms as required; sets up and maintains property, equipment, repairs and service records; analyzes recorded data and prepares summary and statistical reports for the Manager; and develops and implements office procedures necessary for the efficient operation of the District.

Educational Background:

- Graduation from high school or equivalent and have successfully worked a minimum of five years as a bookkeeper, administrative office secretary, or equivalent position.
- Preferred Qualification: A bachelor's degree majoring in accounting, business administration, or human resources. Certificate in Human Resources is desirable.

General Responsibilities and Skills:

- Maintains the general ledger and expenditure records, furnishes records to the CPA for annual audit of all District transactions, prepares monthly financial state of operation, and prepares cumulative analysis of expenditure account for control of existing budget and for use in preparation of the following year's budget.
- Prepares accounts receivable and payable billings; maintains order numbers to match with incoming invoices and related billing statements; audits invoices and processes same, which includes data entry of invoices and warrant issuance by computer; prepares checks for the payment of District obligations; prepares the District's payroll.
- Prepares Personnel Forms relating to employment, salary, and benefits payments; prepare documents for the District Employee Deferred Compensation Plan.
- Prepares meeting notices, agendas, minutes for District Board Meetings; prepares Resolutions and Board of Trustees reappointments; prepare Conflict of Interest forms.

Other Qualifications:

- Must have a valid California Class "C" Driver's License at the time of appointment. Must have and maintain a driving record that is acceptable to the District's insurance carrier. DMV printout is required.
- **Employment is contingent upon candidate passing a physical examination which includes a drug screen.**

Apply: Please visit the District website (www.kernmosquito.com) for a detailed job description. To obtain an application go to www.kernmosquito.com, click on "Employment." Applicant must submit the application to the District via postage mail to Kern MVCD, 4705 Allen Rd. Bakersfield, Ca 93314, e-mail to kmvcd@kernmosquito.com, or in person by 3:30PM on January 13, 2023.

Exam: Applicants may be subject to take an accounting assessment exam to qualify for the position.