



INVERNESS PUBLIC UTILITY DISTRICT

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Join the IPUD team as an Administrative Assistant!

Are you looking for a rewarding career in the public sector? Do you have strong administrative and fiscal skills? Do you enjoy working in a dynamic and diverse environment? If yes, then you might be the perfect fit for the Inverness Public Utility District (IPUD).

IPUD is a local agency in West Marin that provides water service & emergency response to the residents of Inverness. We are looking for an Administrative Assistant to support our General Manager and our Water System operations. As an Administrative Assistant, you will:

- Perform accounts receivable and accounts payable tasks.
- Assist with budgeting, reporting, and auditing.
- Coordinate meetings, events, and communications.
- Manage records, files, and databases.
- Handle customer service and public inquiries.
- Learn new skills and processes related to water finances and operations.

To qualify for this position, you should have:

- A high school diploma or equivalent,
- At least two years of experience in administrative or fiscal work,
- Proficiency in Microsoft Office and QuickBooks,
- Excellent oral and written communication skills,
- Ability to work independently and as part of a team,
- Ability to multitask and prioritize in a fast-paced environment.

The position is part-time, with hours to be determined. The compensation is dependent on experience. IPUD offers a competitive benefits package, including health insurance, retirement plan, and paid leave.

If you are interested in applying for this position, please send your resume and cover letter to shelley.redding@invernesspud.org by February 23, 2024. Please indicate “Administrative Assistant” in the subject line. IPUD is an equal opportunity employer and welcomes applications from all qualified candidates.

Don't miss this opportunity to join a dedicated and friendly team that serves the community of Inverness. Apply today and become part of the IPUD family!