



Indian Valley Community Services District

Providing services for our community health, well-being, and prosperity

NOW HIRING **BILLING SPECIALIST** **Greenville, California, Plumas County**

Posting Duration

Open until filled, posted July 10, 2026

Position Overview

Under the direction of the Office Manager/Backup Clerk of the Board and General Manager, the Billing Specialist performs a variety of administrative, financial, billing, accounting, and customer service in support of District operations. The position assists with maintaining accurate financial records, customer accounts, District reporting requirements, and office operations.

Key Responsibilities

- Provide customer service and respond to customer questions, concerns, and requests.
- Receive, process, and post customer payments.
- Prepare and distribute utility billing statements and maintain customer account records.
- Process accounts receivable, and general ledger transactions.
- Maintain accurate financial, administrative, and District records.
- Prepare reports, correspondence, spreadsheets, and supporting documentation.
- Maintain office filing systems, records management, and document retention procedures.
- Coordinate incoming and outgoing mail.
- Assist with purchasing, inventory tracking, and office supply management.
- Assist with and provide input to budget preparation, financial reporting, and administrative support activities.
- Support compliance with District policies, procedures, and Brown Act requirements.
- Learn and apply new technologies, software, and administrative systems to improve efficiency.
- Other duties as assigned by the Office Manager or General Manager.

Qualifications

- High school diploma or GED required.
- Minimum two (2) years of administrative, office support, accounting, billing, bookkeeping, payroll, or related experience preferred.
- Experience with utility billing, accounts payable, accounts receivable, payroll, or public agency administration is desirable.

Board of Directors

Wanda Carpenter | Joshua Dunnington | Roger Cherry | Andy Meyers | Dan Kearns

General Manager, Jamie Little

P.O. Box 160, Greenville CA 95947 | 127 Crescent Street, Suite#1, Greenville, CA 95947

530-284-7224 | jlittle@indianvalleycsd.com



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- Knowledge of Microsoft Office applications, accounting software, databases, and spreadsheet programs.
- Strong organizational, communication, customer service, and problem-solving skills.
- Ability to maintain accurate financial and administrative records.
- Ability to work independently and manage multiple priorities with attention to detail.
- Ability to communicate effectively, both verbally and in writing.
- Valid California Driver License.

Schedule & Compensation

- Position classification: Non-Exempt
- Part-time (30 hours per week)
- Hourly compensation (depends on experience), starting wage \$24.06
- One-year probationary period applies

How to Apply

1. The Indian Valley Community Services District (IVCSD) accepts employment applications through an electronic application form. Applicants can download the fillable PDF employment application from the IVCSD website and complete it using a PDF reader program such as Adobe Acrobat Reader.
2. IVCSD Website: <https://www.indianvalleycsd.com>
3. Employment Application:
<https://www.indianvalleycsd.com/files/70a09ee18/Employment+Application+Online.pdf>
4. Submit a completed application, resume, cover letter, and supporting documents by email to Jamie Little, General Manager, at jlittle@indianvalleycsd.com.
5. Paper applications may also be submitted in person at 127 Crescent Street, Suite 1, Greenville, CA 95947, or mailed to PO Box 160, Greenville, CA 95947.

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