



Indian Valley Community Services District

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

TEMPORARY, PART-TIME BILLING SPECIALIST Greenville, California, Plumas County

Posting Duration

Two (2) weeks, posted 08/18/2026

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, and District reporting requirements.

Key Responsibilities

- Support compliance with District policies, procedures, and Brown Act requirements.
- Prepare reports, correspondence, spreadsheets, and supporting documentation.
- Review and correct historical customer billing records.
- Reconcile customer account balances, deposits, payments, and adjustment.
- Researching billing discrepancies.
- Assist with utility billing cleanup and data verification.
- Supporting reconciliation between the utility billing system and QuickBooks.
- Document corrections and maintain accurate account records.
- Assist with implementation and documentation of improved billing practices and procedures.
- Perform other related billing and accounting duties as assigned by Office Manager or General Manager.
- May provide customer service and respond to customer questions, concerns, and requests.
- May receive, process, and post customer payments.
- May maintain office filing systems, records management, and document retention procedures.
- May learn and apply new technologies, software, and administrative systems to improve efficiency.
- May coordinate incoming and outgoing mail.

Qualifications

- High school diploma or GED required.

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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- Preferred minimum two (2) years of administrative, office support, accounting, billing, bookkeeping, payroll, or related experience.
- Desire experience with utility billing, accounts payable, accounts receivable, payroll, or public agency administration.
- Knowledge of Microsoft Office applications, Adobe Acrobat, 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
- Temporary, 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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