

# Nevada Irrigation District

1036 W. Main St. Grass Valley, CA 95945 (530) 273-6185

[www.nidwater.com](http://www.nidwater.com)



## Payroll Technician Internal/External Job Posting

Hourly Wage: \$29.38/hour - \$35.71/hour

*In addition to a competitive salary, Nevada Irrigation District offers an excellent benefits package.*

*See Benefits Bulletin at [www.nidwater.com](http://www.nidwater.com) for more details. EOE*

### **APPLICATION PROCEDURE & DEADLINE:**

A completed Nevada Irrigation District [Application](#) must be submitted to be considered for this position. Applications may be hand delivered, mailed or emailed to [hr@nidwater.com](mailto:hr@nidwater.com). A resume and cover letter are strongly encouraged. Applications must be received **no later than Thursday, July 14, 2022 by 5:00 pm.**

### **JOB OVERVIEW:**

Seeking a detail-oriented, self-motivated individual to join our team as a Payroll Technician. In this role, candidates will be responsible for performing a wide variety of complex financial, accounting, and payroll related duties within the District's Finance Department. Duties include preparing bi-weekly payroll and producing all related reporting; processing of accounts payable invoices; preparing journal entries; and reconciling general ledger accounts.

### **GENERAL QUALIFICATIONS and SPECIAL REQUIREMENTS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** An associate degree from an accredited college or equivalent work experience in accounting, business, bookkeeping or related field and 3 years of payroll preparation, administration and processing experience (a bachelor's degree or higher in a related field from an accredited college or university may substitute for one (1) year of experience).

**Education:** Equivalent to completion of the twelfth grade supplemented by at least two college level courses in bookkeeping, business, accounting or a related field.

**License:** Possession of a valid California driver's license.

[Click here for full job description](#)