

Nevada Irrigation District

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

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 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. 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](#)