

## **JOB ANNOUNCEMENT**

**Position:** SENIOR FISCAL ASSISTANT – (non-exempt position represented by SEIU)

**Salary:** \$28.75 - \$38.44 per hour in 6 steps

**To Apply:** Please submit a cover letter, employment application, and responses to supplemental questions to  
**(no faxes):**

Administrative Services Manager  
Monterey Bay Air Resources District  
24580 Silver Cloud Court  
Monterey, CA 93940

Applications and complete job description are available at [www.mbard.org](http://www.mbard.org) or call 831-647-9411.  
Background checks are required prior to final job offer.

**Due Date:** All original application materials are due by 4:45 p.m. on Friday, February 24, 2023

### **Position Description**

Under general supervision, performs responsible and complex accounting support and administrative work in the areas of accounts payable, accounts receivable, payroll, and various accounting and finance files; performs related work as required. Please refer to the Senior Fiscal Assistant job description for a complete list of duties.

### **Benefits Summary**

**Retirement:** California Public Employees' Retirement System (CalPERS) 2% at 55 plan or 2% at 62 plan, depending on member's CalPERS status at time of enrollment.  
District does not participate in Social Security portion of FICA, only Medicare.

**Health Benefits:** Cafeteria Plan monthly benefits:

- \$1,030 for employees with no eligible dependents
- \$1,714 for employees with one eligible dependent
- \$1,940 for employees with two or more eligible dependents

District also pays \$151.00 per month towards PERS medical plans.  
Employee Opt Out Option - \$500 per month  
***Vision and dental coverage for employees and dependents are paid by the District.***

**Life Insurance:** \$20,000 term policy, paid by District.

**LT/ST Disability:** 14 day elimination period for short-term & 90 day elimination period for long-term disability.  
50% paid by employee and 50% paid by employer

**Holidays:** 13 paid days (2 are floating).

**Vacation & Sick Leave:** 15 Vacation days and 15 Sick Leave days per year. Vacation accrual increases after 10 years of service.

**Deferred Compensation:** 457 plan available through payroll deduction. No matching contribution by District.

***Monterey Bay Air Resources District is an equal opportunity employer.***