

JOB ANNOUNCEMENT

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

Salary: \$27.37 - \$36.59 per hour

To Apply: Please submit a cover letter, employment application, and responses to supplemental questions to
(NO faxes or emails will be accepted):

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 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 Wednesday, October 9, 2019

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:

- \$886 for employees with no eligible dependents
- \$1,422 for employees with one eligible dependent
- \$1,563 for employees with two or more eligible dependents

District also pays \$136.00 per month towards PERS medical plans.

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.