



TRUCKEE TAHOE AIRPORT DISTRICT

10356 Truckee Airport Rd.

Truckee, CA 96161

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DIRECTORS

DAVID DIAMOND

MARY HETHERINGTON

KAT ROHLF

TERESA O'DETTE

RICK STEPHENS

ACCOUNTING TECHNICIAN – FINANCE & ADMINISTRATION

Type: Part-Time Temporary

Classification: Non-Exempt

Salary/Pay Rate: \$62,636 - \$85,266

\$30.11 – \$41.41 per hour

Open Until Filled

The Truckee Tahoe Airport District is seeking a part-time temporary, highly motivated individual to perform a variety of responsible duties associated with the support functions of the Finance and Administration Department. This position is open until filled.

Duties:

Duties include, but are not limited to, matching invoices, purchase orders and delivery receipts in order to process accounts payable. Printing accounts payable checks, processing them for signature, preparing them for mailing and filing associated back-up. Understanding the accounting principles that relate to accounts payable. Filing all supporting documents related to tasks performed in the Finance/Accounting Department, and assisting the Director of Finance and Administration as well as the Staff Accountant with researching, analyzing and documenting statistical and financial data. For further information about the position, please see the detailed job description.

This position will work Monday – Friday, 24 hours a week. Applicants must have a valid driver's license with no uninsurable convictions to operate District owned vehicles. While performing the duties of this job, the employee is required to stand, sit, demonstrate manual dexterity, climb stairs, and to lift, push and carry up to 10 pounds on a frequent basis.

Application Information:

The Truckee Tahoe Airport District is a drug-free workplace. District employment requires the successful completion of a physical examination and drug screening. A District employment application is required for this position. The position is open until filled. Applications are available at www.truckeetahoeairport.com/administration/hr. You may request an application in person, at the Truckee Tahoe Airport District: 10356 Truckee Airport Road, Truckee, CA 96161. Please email your application, resume, DMV driving record to the District's Human Resources Manager: Lauren Tapia, Lauren.Tapia@truckeetahoeairport.com or fax to (530) 587-2984.