

**Marin City Community Services District**

**Bookkeeper**

**Job Description**

**Job Duties and Responsibilities**

Handle day to day accounts payable accounts receivable

Payroll

Budgeting

Manage invoices and payments in a timely manner

Retirements/benefits entry

**Requirements**

At least 3 years of experience

**Pay Rate**. To be determined on experience

**Number of Hours**. Part time

Please send your resume or contact information to office@marincitycsd.com