

MVSD

We're Hiring!

Accounting & Administrative Assistant

We are seeking a self-starter who enjoys a diverse workload and takes pride in accuracy, efficiency and excellent customer service. This is a multi-faceted role that combines accounting, administrative, and secretarial responsibilities. Working closely with District staff and management, you will play a key role in supporting daily operations, coordinating multiple priorities, and ensuring work is completed accurately and on time.

Be part of a team that makes a difference!

Who We Are



Mt. View Sanitary District (MVSD) provides essential wastewater services to the City of Martinez and surrounding unincorporated communities. Serving approximately 22,000 residents, MVSD is committed to protecting public health, safeguarding the environment, and fostering community engagement.

With a dedicated team of just 19 full-time employees, the District cultivates a collaborative work environment where every employee plays an important role. Staff work closely with leadership, colleagues, and the community to support daily operations, advance strategic initiatives, and contribute to the District's long-term success.

MVSD is also steward of some of the region's most treasured natural resources, including the 21-acre Moorhen Marsh and the 130-acre McNabney Marsh. These restored wetland habitats support wildlife conservation, environmental education, and public recreation, creating meaningful opportunities for community connection and environmental stewardship.

If you are seeking a rewarding career with purpose, MVSD offers the unique opportunity to make a tangible difference in both the community and the environment. Join a team where your contributions matter and help shape a sustainable future for the communities we serve.

Our Vision

To honor a continuous improvement philosophy that upholds organizational excellence through proactive management of infrastructure and dedication to environmental stewardship, public outreach, customer service, safety, and fiscal responsibility by sustaining a highly qualified workforce.

Our Mission

To protect the public health and environment, in a safe and reliable manner, at a reasonable cost.

Our Core Values

- Quality customer service and high value to our ratepayers
- Infrastructure health
- Financially responsible stewardship
- Protection and enhancement of the environment
- Meeting or exceeding all regulatory requirements
- Efficient and progressive techniques, equipment, and methodologies
- Public involvement and environmental education
- Employee welfare

Our Cultural Values

- Respect
- Accountability
- Integrity
- Leading by example
- Teamwork
- Professionalism

Key Duties & Responsibilities

- Provide accounting support, including accounts payable, accounts receivable, payroll, and employee benefits administration.
- Deliver administrative, secretarial, and customer service support to District staff, management, and the public.
- Coordinate office operations, records management, document preparation, and correspondence.
- Schedule and support meetings, training, events, and Board-related activities.
- Maintain District databases, files, inventories, and records in accordance with established policies and procedures.
- Assist with permit processing, special programs, and departmental projects.
- Support continuous improvement efforts by helping develop and maintain administrative procedures and processes.
- Serve as backup to the Board Secretary/Executive Assistant and perform related duties as assigned.

The Ideal Candidate has the ability to:

- Work in a fast pace environment with changing priorities.
- Multi-task and adapt to frequent interruptions and maintain attention to detail.
- Prioritize a heavy workload and maintain flexibility.
- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Understand and follow oral and written instructions. Use English effectively to communicate in person, over the telephone, and in writing.
- Compose correspondence and reports independently or from brief instructions.
- Be detailed oriented with a commitment to accuracy in financial transactions, data entry, recordkeeping, and administrative processes.
- Analyze administrative and accounting processes; make recommendations to improve efficiency and effectiveness.
- Interpret, apply, and explain organizational policies, procedures, and regulatory requirements.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, discretion, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Commit to a positive, collaborative attitude while fostering a supportive and respectful workplace culture.

For the complete job description, visit
https://www.mvsd.org/employment

Experience & Qualifications

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- High school diploma or equivalent.
- Three (3) years of increasingly responsible administrative, secretarial, accounting, or clerical experience.
- Experience working with the public is highly desirable.
- Experience in a public agency environment is preferred.



Licenses & Certification

- Must possess and maintain a valid Class C California driver's license.
- Must continue to meet all the provisions of the District to be insured with the terms and conditions of the District's insurance program as a condition of employment.

Compensation & Benefits

The monthly salary range for the Accounting & Administrative Assistant is $7,680 to $9,335 monthly. Placement within this range is dependent on experience and qualifications.

MVSD is dedicated to providing a rewarding workplace where employees feel appreciated and supported, with benefits that enhance well-being, work-life balance, and overall quality of life.

Retirement

- CalPERS 2.7% @ 55 for classic
- CalPERS 2.0% @ 62 for PEPRA

Healthcare

- District pays 100% of the Kaiser rate for healthcare. Other plans are available.

To see all of the benefits the District offers, visit: **https://mvsd.org/benefits**

Take the next step and join our team...

To be considered for this position, email your cover letter and resume to info@mvsd.org.

First review of applications will begin January 4, 2027.

Position will be open until filled.