PART TIME SECRETARY AT EAGLE LAKE

Stones-Bengard Community Service District is a fire and wastewater district located at north Eagle Lake. We have an opening for a Secretary position, 6 hours per week at a beginning rate of $15.00 per hour. Applicants need to be proficient in using Microsoft Office including Excel and Word. Applicants need to manage a website, greet the public, attend board meetings, prepare for board meetings and take minutes, and provide clerical support to board members. Applicants will work with the General Manager and be self-motivated. Send a resume to Stones Bengard Community Service District, 509-695 Stone Road, Susanville, CA 96130 or email to [stonesb@frontiernet.net](mailto:stonesb@frontiernet.net).

PART TIME BOOKKEEPER AT EAGLE LAKE

Stones Bengard Community Service District is a fire and wastewater district located at north Eagle Lake. We have an opening for a Bookkeeper to manage accounts payables and receivables, payroll, taxes, and make deposits to the county, and deliver bills and payments to the county. The positions is open to proposals or may be a 6 hour position with a beginning salary of $15 per hour. Please send a resume to Stones Bengard Community Service District, 509-695 Stone Road, Susanville, CA 96130 or email to [stonesb@frontiernet.net](mailto:stonesb@frontiernet.net).

Specific information for Bookkeeping proposals:

* a little over 200 wastewater customers
* 90% pay annually
* 10% pay quarterly, which can go to delinquencies
* check reports with county
* prepare for annual audit
* expense income report is in Excel
* Wastewater billing program is in Excel
* Workers Comp. quarterly reporting
* taxes: Form 941, EDD, W2, 1099, FASIS, quarterly taxes
* payroll
* accounts payables and receivables
* post payments received and deposit to county
* prepares bills to be signed by SBCSD Board
* Banking records
* expense income report in Excel

Emergency Meeting Minutes

March 11, 2021

Meeting began at 4:12 pm

Cheryl McCormack, Linda Attaway, Robert Larivee attended. Tonya absent

Martin Balding and Donna Round in attendance

The board discussed the concerns of the current position and the possibilities of splitting the position into two jobs. The board decided to make a bookkeeper and secretary position. The board is also open to hiring a bookkeeping service, which would come out to the district.

Linda Attaway made a motion to place 2 ads, one for Secretary and one for Bookkeeper in appropriate places AND accepted the resignation of Donna Round. Robert Larivee seconded the motion. The motion carried.

Places to put ads: Susanville Stuff, Lassen County Times, SBCSD website

A copy of the ads is enclosed along with Donna’s resignation.

The meeting adjourned at 4:57 pm