TRI-DAM PROJECT

of the South San Joaquin & Oakdale Irrigation Districts

Telephone: (209) 965-3996 ♦ Fax: (209) 965-4235 ♦ e-mail: cmartin@tridamproject.com

POSITION ANNOUNCEMENT

Posting Date: November 3, 2026
Position Title: Finance Clerk
Department: Administration
Pay Range: $25.97- $31.57
Closing Date: November 24, 2026 at 4:00 pm

To apply: Please submit a cover letter, resume and a completed Tri-Dam application form (located on our website) to cmartin@tridamproject.com, or by mail to P.O. Box 1158, Pinecrest, CA 95364. If submitted electronically, must be submitted in PDF format.

Description

Under general supervision, performs administrative duties related to Tri-Dam Project operations; including: office, secretarial, and administrative support tasks. Assists the General Manager and Accounting Supervisor with daily responsibilities including phone communication, purchasing activities, and clerical tasks. Enters payroll information. Interacts with staff, and communicates activities and information to government entities and the public. Is expected to take initiative and to be able to operate effectively in small office environment.

Reports to

- Accounting Supervisor

Status

- Full time, FLSA covered; non-exempt

Examples of Duties

Administrative

- Prepare and distributes the agenda and agenda materials for the monthly board of directors meetings.
- Draft agenda materials and prepare resolutions and meeting minutes.
- Prepare a variety of correspondence and documents from notes or instructions, and reports.
- Provide general reception and information to callers regarding Tri-Dam.
- Order and maintain appropriate inventory of office supplies.
- Set up meetings; make meeting arrangements; arrange travel for staff.
- Update Tri-Dam website daily with current data.
- Daily mail pick up; coordination of FedEx, UPS, USPS outgoing shipments.
- Maintain library of executed contract files on the Tri-Dam network. Update vendor insurance files with insurance certificates. Coordinate closely with General Manager and Finance and Administration Manager.

Purchasing

- Issue and track purchase orders, and assign correct account numbers; monitor budget allowances; ensure receipt of ordered items.
- Maintain inventory of fuel; place orders for fuel; track vehicle repair costs.

Finance Support

- Process all accounts payable transactions, including the collection of appropriate back up documentation.
- Deposit vendor bank checks.
- Enter and balance bi-weekly payroll information.
- Assist in preparation for annual audit.
- Assist in annual fixed asset inventory.
- Create and maintain MS Excel spreadsheets.

Records Management and Filing

- Maintain company records, in paper or electronic format, including labelling, archiving and disposal.
- Maintain mandated records retention requirements
- Retrieve requested records from archives.

- Other duties as assigned by the General Manager and Finance & Administrative Manager

Physical Requirements

Frequently sit for extended periods of time; physical ability to lift and carry objects weighing up to 10 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers and related peripheral equipment such as printers, copiers, scanners and fax machines, telephones, calculators, and postage meters

Working Environment

The work location is 31885 Old Strawberry Road, Strawberry, CA. This is approximately 30 miles east of Sonora. There is snow and / or ice (R1 or R2 road conditions) on Highway 108 seasonally which must be negotiated on a daily basis.

****Please note, our office will be moving to Sonora, CA in the Fall of 2026.**

Work is performed in an office environment requiring regular contact with staff and the public.

Essential Qualifications

The position requires a professional demeanor and personal presentation that is consistent with an office environment. The position requires excellent command of spoken and written American English. A valid California driver's license and a personal vehicle suitable to get to and from work on a year-round basis.

Applicants must possess thorough knowledge of:

- Principles of office management, operations and procedures.
- Computer systems and software applications related to administrative and accounting functions, including MS WORD and MS EXCEL.
- American English usage, including spelling, grammar, and punctuation.

Applicants must possess the ability to:

- Work independently, take initiative on assigned and on-going projects, resolve problems, and prioritize work and requests.
- Perform a variety of responsible administrative support work.
- Prepare clear, well-written business correspondence.
- Make arithmetic calculations quickly and accurately.
- Establish and maintain cooperative working relationships.
- Work productively and maintain attention to detail amidst periodic interruptions.
- Use computers and applicable software skillfully, in performance of office, accounting, and administrative support assignments.

Applicants require training and experience that includes:

- Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:
  - A high school education with some college courses; a college degree is preferred, plus
  - Two or more years of responsible office support experience performing a variety of office, accounting and administrative work at the executive support level.

TRI-DAM PROJECT IS AN EQUAL OPPORTUNITY EMPLOYER.
DRUG TEST REQUIRED.