

Office Assistant Position / Part-time  
La Cumbre Mutual Water Company  
Santa Barbara, CA.  
M-F 1:00 pm – 5:00 pm  
\$22 - \$23

La Cumbre Mutual Water Company is looking for a part-time office assistant to perform a variety of clerical, data entry and customer relations duties. Candidate will work independently and under supervision to assist in customer service and administrative tasks. Strong customer service and communication skills both verbal and written and able to work flexible hours at a moments notice preferred.

**Job functions include but are not limited to:** Greeting customers at reception desk, answering general water utility questions, answering phones and routing customers where appropriate, taking water utility payments over the counter via cash and check as well as mail in payments , providing customer receipts when requested, posting payments, daily bank deposits, reconciling petty cash, processing accounts payable payments and perform other duties as assigned by management.

**Minimum qualifications:** Knowledge and use of Microsoft Word, Excel and Email programs, 10-key calculator preferred. High School diploma or GED is required and one (1) year of clerical experience. Must have reliable transportation to and from work and be available during regular business hours of 8am-5pm.

Application available at [www.lacumbrewater.com](http://www.lacumbrewater.com). Submit application with resume to [office@lacumbrewater.com](mailto:office@lacumbrewater.com). PLEASE NO WALK-INS OR PHONE CALLS.