Lewis County Employment Opportunity

**Department:** Central Services  |  **Position:** Accounting Specialist

**Who May Apply:** Any Qualified Applicant

**Employment Status:** Regular Full-Time

**Salary Range:** $3,379 - $4,546/mo.

**Posting Opens:** 02/19/2020

**Posting Closes:** 03/02/2020 @ 4:00 p.m.

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**DEPARTMENT / OFFICE**

This is a non-represented, FLSA non-exempt position located at the Southwest Washington Fairgrounds.

**POSITION SUMMARY**

Under general supervision, performs technical accounting duties involving the accounting, recording, processing and reporting of accounts payable and receivable, payroll, revenue and other technical accounting functions; reviews, researches, reconciles and assures the accuracy of the ledgers and accounts.

This position will be responsible for maintaining the SWWF online exhibitor and perform skilled computer duties.

**HOW TO APPLY**

Application materials and job description are available online at [https://jobs.lewiscountywa.gov/](https://jobs.lewiscountywa.gov/)

Application packets may be requested by calling (360)740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

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Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

**WHO MAY APPLY**

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

The applicant must be attentive to detail with the ability to perform in a face-paced and chaotic working environment.

The successful candidate will work closely with the public and assist superintendents and exhibitors with fair registration software and other fair-related questions.

**REQUIREMENTS**

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note:** ALL sections of the application must be complete. "See resume" is not acceptable.

- Lewis County Employment Application
- Authorization to Release Information
- Cover Letter
- Resume

All application materials must be received by the closing date.

**MINIMUM REQUIREMENTS**

Associate’s Degree in Accounting, Business Administration, or a closely related field; AND two (2) year’s accounts payable, receivable, payroll or claims accounting experience. Government accounting experience is preferred.

A valid Driver’s License and a Notary Public License are preferred or may be required. May be required to pass a thorough background investigation.