



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: **Public Health & Social Services**

Position: **Accounting Manager**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular/Full-Time**

Salary Range: **Grade 24: \$4,756 – \$6,395/Mo.**

Posting Opens: **November 16, 2020**

Closing Date: **Open until filled**

DEPARTMENT / OFFICE

Position available in the Lewis County Public Health Department located at 360 NW North St., Chehalis, WA

POSITION SUMMARY

Under general direction, plans, coordinates, and manages the operations and activities of the Lewis County Public Health Department Accounting section; prepares, reviews, and maintains various types of accounting reports and records; responds to a variety of accounting inquiries, and supervises assigned personnel. Position will lead and facilitate budgeting for the Public Health Department, including; development, preparation, reconciliation, and monitoring.

See www.lewiscountywa.gov/jobs for complete job description and requirements.

HOW TO APPLY

Apply online at <https://jobs.lewiscountywa.gov/>

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.

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 accommodation, and possess knowledge, skills, and abilities as identified in the job description.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Accounting or Business Administration
- Four (4) year's governmental accounting and budgeting experience
- Three (3) year's supervisory experience
- Valid Driver's License

APPLICATION REQUIREMENTS

Please include the following documents as an attachment to your application:

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

Note: ALL sections of the application must be complete. "See resume" is not acceptable.

Lewis County accepts no responsibility for completeness of applications. Application materials received by Lewis County become the property of the County

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.