



Lewis County Employment Opportunity

Division: **Fiscal**

| Position: **Accounting Specialist (Lead)**

Who May Apply: **Internal Teamsters Represented**

Employment Status: **Regular Full-Time**

Salary Range: Range 17: **\$3,200 to \$4,304/mo.**

Posting Opens: **08/03/2016**

Posting Closes: **08/09/2016 at 4:00 p.m.**

DEPARTMENT / OFFICE

This a represented position by Teamsters within the Budget/Fiscal Services Department.

POSITION SUMMARY

Under general supervision, leads and coordinates assigned accounting functions for the Lewis County Budget/Fiscal Services Department; performs a variety of technical accounting duties; prepares, reviews, and processes various types of accounting documents; responds to accounting inquiries from County departments; and performs other related duties as assigned

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

**Human Resource Department RM 023
351 NW North Street
Chehalis, WA 98532**

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.

WHO MAY APPLY

This recruitment is open to internal Teamsters represented applicants who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

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**
- ✓ **Questionnaire**

All application materials must be received in the Human Resources Department. Late applications will not be accepted. Applications may be emailed to daleyn.coleman@lewiscountywa.gov providing a signed hard copy follows within 5 business days. *If following the online application process, no hard copies need to be provided.*

MINIMUM REQUIREMENTS

Associate's Degree in Accounting, Business Administration, or a closely related field; AND three (3) year's governmental accounting experience in the areas of grant billing, payroll, accounts payable, and/or accounts receivable.

A valid Driver's License is required.

May be required to pass a thorough background investigation.

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.

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.