



Lewis County Employment Opportunity

Division: Financial Services | Position: Accounting Technician

Who May Apply: All Qualified Applicants

Employment Status: Part-Time Casual (Approx. 18 hrs./wk.)

Salary Range: \$15.95-\$16.75/hr. (DOQ) Hourly

Posting Opens: 08/11/2016

Posting Closes: 08/17/2016 at 4:00 p.m.

DEPARTMENT / OFFICE

Auditor's Office/Financial Services Division
351 NW North St
Chehalis, WA 98532

POSITION SUMMARY

Under close supervision, performs basic clerical accounting duties for accounts payable and receivable and payroll functions; reviews and enters data, processes transactions, and provides customer service.

HOW TO APPLY

Application materials and job description is included in email recruitment. You may turn in a completed application to:

Auditor's Office/Financial Services Division
PO Box 29
351 NW North Street
First Floor
Chehalis, WA 98532

Application packets may be picked up at the Financial Services Division of the Auditor's Office. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date 08/17/2016.

WHO MAY APPLY

This recruitment is open to any qualified applicant 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

All application materials must be received in the Auditor's Office. Late applications will not be accepted. Applications may be emailed to suzette.smith@lewiscountywa.gov providing a signed hard copy follows within 5 business days. *If following the online application process, hard copies are not necessary.*

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent; AND one (1) year of basic accounting or bookkeeping experience within a government environment
- A valid Driver's License
- May be required to pass a thorough background investigation
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively

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.