



Lewis County Employment Opportunity

Division: **Fiscal**

| Position: **Accounting Technician**

Who May Apply: **All Qualified Applicants**

Employment Status: **Regular Full-Time**

Salary Range: **\$2,765 to \$3,718 Mo. DOQ**

Posting Opens: **08/25/2016**

Posting Closes: **8/31/2016 at 4:00 p.m.**

DEPARTMENT / OFFICE

This is a represented position by Teamsters within the Budget/Fiscal Services Department. A hiring list will be established.

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 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 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. Preference will be given to qualified union members.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

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 **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.

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 and a Notary Public License are preferred or may be 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.