



Lewis County Employment Opportunity

Division: Budget | **Position: Financial Analyst I**

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Range 122: \$4,738-\$6,372/mo.

Posting Opens: 03/23/2022

Posting Closes: Open Until Filled

First Screening: 04/16/2022

DEPARTMENT / OFFICE

This is a non-represented position within the Budget Department.

POSITION SUMMARY

Under general supervision, performs a variety of accounting and technical support functions on behalf of the Lewis County Budget Department; assists in the preparation of annual budget and reports; and performs other related duties as assigned.

HOW TO APPLY

Application materials and job description are available online at <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 screening 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.

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 Budget Department.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Accounting or Finance; AND two (2) year's governmental accounting experience.
- A valid Driver's License is required. May be required to pass a thorough background investigation.

**Experience in lieu of education will be considered as described in Section 2.0 in the Lewis County Employee Handbook.*

**Experience in governmental budgeting processes preferred.*

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.