



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Accounting

Position: Accounting Specialist

Who may apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 118: \$3,972 - \$5,342 (DOQ)

Posting Opens: May 09, 2022

Closing Date: Open until filled

DEPARTMENT / OFFICE

This position is within the Public Works Accounting Division located at the Public Services Building, 2025 Kresky Ave, Chehalis, WA.

POSITION SUMMARY

Under general supervision, the position performs technical accounting duties involving the accounting, recording, processing and reporting of accounts payable and receivable, payroll, revenue and other technical accounting functions; reviews, researches, reconciles and assures the accuracy of the ledgers and accounts.

The Public Works Accounting Division provides a variety of accounting services for various funds managed by the Public Works Department. These services includes responsibility for utility billing and providing customer service for Vader Water and Middle Fork Water and Sewer systems. In addition, the Division is responsible for processing accounts payable invoices for vendor payment.

This position is covered by a collective bargaining agreement between Lewis County and Teamsters 252, representing the Combined Group. New employees must successfully complete a six (6) consecutive-month probationary period prior to obtaining permanent status in this classification.

HOW TO APPLY

Interested individuals are encouraged to apply online at <https://jobs.lewiscountywa.gov> and to view application materials and job description.

Late applications will not be accepted.

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

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum requirements and can perform the essential functions, with or without accommodation and possess the knowledge, skills and abilities as identified in the job description. Preference will be given to present Teamster's 252 Combined Group members currently employed by Lewis County.

APPLICATION 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
- ✓ Knowledge testing may be required

MINIMUM QUALIFICATIONS

- ▶ An Associate's Degree in Accounting, Business Administration, or a closely related field; AND two (2) year's accounts payable, receivable, payroll or claims accounting experience.
- ▶ Ability to speak, read, and write the English language effectively.
- ▶ A valid Driver's License is required.
- ▶ Proof of eligibility to work in the United States.

Desirable Qualifications:

- Governmental accounting experience preferred.
- Knowledge of Public Works functions.

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.

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.