



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Accounting

Position: Public Works Management Analyst II

Who may apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 124: \$5,290 - \$7,111 (DOQ)

Posting Opens: June 21, 2022

Closing Date: Open until filled

DEPARTMENT / OFFICE

This is an in-office position within the Public Works Department reporting directly to the Public Works Deputy Director and is a member of Public Works Accounting Division team. The office is located in the Public Services Building, 2025 Kresky Ave, Chehalis, WA.

POSITION SUMMARY

The Public Works Accounting Division is seeking a qualified Public Works Management Analyst II who shows initiative in performing job functions and can function independently and effectively with minimal direction from the manager. In this position, you will provide complex technical and analytical support to the Public Works Department in various areas including, but not limited to, governmental accounting, project accounting, grants, departmental budget development, payroll, and municipal utilities.

This position supports the Public Works Accounting Division in providing accounting and financial analysis services for the various governmental, enterprise, and internal service funds managed by the Public Works Department.

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.

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

- ▶ Bachelor's degree in Accounting, Finance, Business Administration, or a related field and three (3) years of related experience.
- ▶ Ability to speak, read, and write the English language effectively.
- ▶ A valid Washington State 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.
- Knowledge of federal and state grant regulations.

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.