



# Lewis County Employment Opportunity

Department: Public Health & Social Services | Position: Accounting Specialist

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 118: \$4,214 - \$5,666/mo.

Posting Opens: October 16, 2023

Posting Closes: Open Until Filled

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## DEPARTMENT / OFFICE

This position is with the Public Health & Social Services Department, located at 360 NW North Street, Chehalis, WA 98532. *This is a represented position within Teamsters 252 and preference will be given to existing represented Teamsters employees.*

## POSITION SUMMARY

Under general supervision, performs technical accounting duties involving accounting, recording, processing and reporting of accounts payable and receivable, payroll, revenue, and other technical accounting functions.

This position will process accounting and financial documents and technical transactions; post documents and computer accounting entries and other technical accounting activities including general ledger, accounts payable, revenue, accounts receivable, and special fund accounting; perform financial analysis in the management of accounting, budget, grant programs and special projects; assist department leadership with budget preparation and reconciliation; monitor expenditures and maintain tracking documentation for all funding sources including specific grants; provide assistance with all program audits - local, state and federal; track and monitor grant and contract budgets and amendments.

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## HOW TO APPLY

Apply online at <https://jobs.lewiscountywa.gov/>

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**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 740-1480 TTY.

## 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. Hiring preference will be given to existing Teamsters represented employees.

## MINIMUM REQUIREMENTS

- ▶ Associate's Degree in Accounting, Business Administration, or a closely related field
- ▶ Two (2) years accounts payable, receivable, payroll or claims accounting experience
- ▶ Valid Driver's License

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## APPLICATION REQUIREMENTS

Please include the following documents as an attachment to your application:

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

*Note: ALL sections of the application must be complete. "See resume" is not acceptable.*

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**Lewis County accepts no responsibility for completeness of applications. Application materials received by Lewis County become the property of the County.**

*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.*

*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.*