



# LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Internal Services

Division: Facilities

Position: Accounting Specialist

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 118: \$4,340 - \$5,836 (DOQ)

Posting Opens: November 25, 2024

Closing Date: Open Until Filled

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## DEPARTMENT / OFFICE

This position is a Teamsters Represented position within the Facilities Division.

## POSITION SUMMARY

Under general supervision, 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.

*This position will serve as back up to the mail room clerk which coordinates and performs a variety of mail processing, delivery, and routine clerical functions on behalf of the county. This position requires the physical demands and inventory functions of the accounting specialist where work is performed in a standard office environment and involves sitting and standing for extended periods of time, walking, bending, reaching, and lifting of objects up to 35 pounds.*

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## 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. *Hiring preference will be extended to existing Teamsters represented employees.*

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## 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

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## 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.

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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.**

*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.*