



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: \$4,340 - \$5,836 (DOQ)**

Posting Opens: **December 20, 2024**

Closing Date: **Open until filled.**

DEPARTMENT / OFFICE

This position is within the Lewis County Public Works Department, Accounting Division located at the 57 W. Main Street, Chehalis, WA.

POSITION SUMMARY

This position is a FLSA non-exempt represented position by the Teamsters Local Union No. 252, representing the Combined Group.

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, research, reconciles and assures the accuracy of the ledgers and accounts.

The Public Works Accounting Division provides a variety of accounting services for 14 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 large volumes of accounts payable invoices for vendor payment. In addition, this position may be responsible for time entry in WinCAMs and Munis for approximately 170 employees of the Public Works Department. The successful candidate will demonstrate a high level of customer service to internal and external customers.

HOW TO APPLY

To view application materials and job descriptions and to apply online, go to <https://jobs.lewiscountywa.gov>.

Late applications will not be accepted. Lewis County accepts no responsibility for the completeness of applications. Application materials received by Lewis County become the property of the County.

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 the present Teamsters Local Union No. 252 Collective Bargaining Unit, 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.
- ▶ A valid Driver's License is required.

Desirable Qualifications:

- Governmental accounting experience preferred.
- Knowledge of Public Works functions.
- Experience using WinCAMs-Cost Accounting Management System for projects, inventory, utilities, and payroll time-entry

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.

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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.