



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Public Works

Position: Accounting Technician III
Salary Range: \$4,054 to \$5,434 monthly; Starting Salary DOQ, DOE
Location: Public Works Department
Employment Type: Full-time (40 hours/week); FLSA non-exempt; Benefits Apply
Open Until Filled

Full Time Benefits Include: • County pays \$1,450 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.wa.us) for detailed benefits information.

Brief Duties and Responsibilities: Position performs clerical, auditing and accounting duties for Public Works accounts and funds. Performs finance operations, including payroll, purchasing, accounts payables and receivables. Requires the use of the Budgeting Accounting and Reporting System (BARS) and knowledge of state and federal contracts and Revised Codes of Washington (RCW). Requires use of initiative and independent judgment. Coordinates with Department leadership and other county departments. No supervisory responsibilities.

Working Environment/Physical Abilities: Duties are primarily performed in an office environment. Physical abilities required for this position are ones typically related to office operations, manual dexterity, and visual acuity to operate personal computers, other office equipment, accessing file cabinets, both on site and off, and sufficient hearing and speech ability to communicate verbally. Occasional lifting of objects weighing 15 to 25 pounds.

Minimum Qualifications: Bachelor's degree in accounting or finance preferred. Minimum of three (3) years of progressively responsible experience in accounting and data processing, or an associate's degree in accounting or finance with five (5) years of successful work experience, or five years of extensive successful work experience that is equivalent to the desired knowledge, skills, and abilities. Maintain a current driver's license.

For Application: Application, resume, and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

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314 W Main Street, 2nd Floor
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