

# WALLA WALLA COUNTY

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

## EMPLOYMENT OPPORTUNITY

### Public Works Department

**Position:** Accounting Technician II  
**Salary Range:** \$3,312 to \$4,436 per month DOE, DOQ  
**Location:** Public Works Department  
**Employment Type:** Full-Time (40 hours/week); Benefits Apply

**Open until filled**

**Brief Duties and Responsibilities:** 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 judgement. Coordinates with Department leadership and other county departments.

**Working Conditions:** 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:** High school diploma or equivalent required. Knowledge and skills normally associated with someone who has an AA or AS degree in Accounting or Finance and three (3) years of related experience, or five (5) years of successful work experience that, in the opinion of management, is equivalent. Possess a diverse background in all fiscal areas as needed for this position.

**Application:** County application, resume and cover letter required. Visit the County website at: [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us) to view the job description and apply online. Voice 509-524-2600 fax 509-524-2603 or email: [hr@co.walla-walla.wa.us](mailto:hr@co.walla-walla.wa.us)

**SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEW**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT**