

# WALLA WALLA COUNTY

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

## EMPLOYMENT OPPORTUNITY

### Auditor's Office

**Position:** Assistant Manager of Finance  
**Salary Range:** \$4,413 - \$5,914 per month Starting Salary DOE, DOQ  
**Location:** Auditor' Office  
**Employment Type:** Full time (40 hours/week); Courthouse Union; Benefits apply

Open until filled

**Brief Duties and Responsibilities:** This position acts as back up to the Chief Finance Manager overseeing the accounting, auditing and clerical financial functions for county funds and various taxing districts in the county. Performs complex accounting activities requiring professional competency. Serves as backup payroll officer in the absence of the Chief Finance Manager. As part of the office administrative group in a confidential environment, this position assists in the development and implementation of internal policies; analyzes and audits financial records for completeness and conformance to rules, regulations, policies, and procedures, specifically those related to financial functions. Work involves contact with employees, department heads and elected officials, and representatives for fire, irrigation, and other taxing districts. See the job description for the complete list of essential functions.

**Working Environment/Physical Abilities:** Work is performed in the usual office setting environment. Must be able to sit for extended periods; bend, reach, stand and lift up to twenty-five (25) pounds. Requires visual and hearing acuity levels to operate personal computers and other office equipment and manual dexterity to perform the functions of the position. Requires sufficient hearing and speech ability to communicate verbally.

**Minimum Qualifications:** Associate's Degree (Bachelor's Degree preferred) in Accounting or related field and five (5) years payroll and accounting experience in double entry Fund Accounting for Washington State BARS (Budgeting, Accounting, Reporting System) or equivalent, or combination of education, experience and training that provides the skill level to perform the duties of the position. See the job description for the complete list of qualifications, required knowledge and abilities.

**Application:** Walla Walla County application, resume and cover letter required. Visit [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us) to download a copy of the job description, application and to apply online. Mailing address: Human Resources/Risk Manager, PO Box 1506, Walla Walla, WA 99362, (509)524-2600, fax (509)524-2603, email [hr@co.walla-walla.wa.us](mailto:hr@co.walla-walla.wa.us)

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

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