

# WALLA WALLA COUNTY

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

## EMPLOYMENT OPPORTUNITY

### Community Health Department

**Position:** Accounting Technician II  
**Starting Salary:** \$3,215 per month  
**Location:** Community Health Department  
**Employment Type:** Full-Time (40 hours/week); Benefits Apply

**Closes: October 23, 2020 @ 4pm**

**Brief Duties and Responsibilities:** Responsible for providing support for clerical and accounting functions such as contracting, purchasing, payroll, accounts payable/receivable, Certified Birth and Death certificates, cashiering, and reception duties as assigned. Position performs specialized clerical, auditing and accounting duties for multiple accounts and funds, including payroll, and the department's local, state, and federal grant contracts. Requires the use of the State of Washington Vital Records systems, and Budgeting Accounting and Reporting System (BARS) through accounting systems, accounting/finance software, and grant/contract management software.

**Working Conditions:** The working environment includes activities in multiple department venues. 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. Office work requires sitting and possibly standing for extended periods of time and the ability to lift and carry up to twenty (20) pounds.

**Minimum Qualifications:** High school diploma or equivalent required. Knowledge and skills normally associated with someone who has an AA 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. **Bilingual in Spanish preferred.**

**Application: County application 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, [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