

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: Chief Finance Manager
Starting Salary: \$4,914 - \$6,075 per month DOE, DOQ
Location: Auditor' Office
Employment Type: Full time (40 hours/week); FLSA Exempt; Benefits apply

Open until filled; First review December 7, 2020

Brief Duties and Responsibilities: This position oversees the accounting, auditing, and clerical financial functions for County funds and various taxing districts in the county. Performs complex accounting activities requiring professional competency. As part of the office administrative group 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 school, fire, irrigation, and other taxing districts. Independent judgment and corresponding decision-making is required within the accounting systems used and with other governmental agencies. Prepares payroll for county departments, fire, irrigation, and other miscellaneous district employees. 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 lift up 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: Bachelor's Degree (CPA 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 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

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

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT