

## JOB OPENING

Lincoln County Public Works Dept. has an opening for a full time Accounting Clerk. This position will perform clerical/accounting activities.

### **ESSENTIAL FUNCTIONS:**

1. Shares responsibilities for: Answering phones, greeting customers, helping customers, processing incoming & outgoing mail, trips to courthouse & post office, prepares various permits, monitoring 2-way radio and status of office personnel.
2. Receives and/or disburses funds related to the assigned area of responsibility.
3. Maintains cost system, allocating expenditures to accounts in accordance with established procedures.
4. Maintains perpetual inventory of supplies and materials and may assist in physical inventory as needed.
5. May perform secretarial functions as needed for assigned staff member(s).
6. Other duties as deemed necessary.

### **TRAINING AND EXPERIENCE**

1. High school graduation or its equivalent, including courses in data entry and bookkeeping.
2. At least two (2) years responsible experience in bookkeeping, accounting, or secretarial assignments involving advanced record keeping (directly related business school or college courses may be substituted equally for up to one (1) year's experience); OR
3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities (i.e., Word, Excell knowledge preferred).

The salary range for this position has been established at Step 1 at \$3,824.00 to Step 6 at \$4,917.00.

The position will be filled through the current applicant file, and by any other applications received or postmarked by March 25, 2024.

Applicants may apply in person at the Lincoln County Public Works Office, @ 27234 SR 25 N., Davenport, WA 99122; by calling (509) 725-7041; or visiting [www.co.lincoln.wa.us](http://www.co.lincoln.wa.us). The position is subject to drug and alcohol testing. Lincoln County is an equal opportunity employer.