



*Providing safe, reliable, affordable, and sustainable utility service to our customers.*

1230 Ruddell Road SE  
Lacey, WA 98503

Main (360) 357-8783 ♦ Toll-Free (866) 357-8783  
Fax (360) 357-1172 ♦ HR@thurstonpud.org

Position Title: Accounting Assistant  
Job Type: Full-Time, Permanent, FLSA Non-exempt  
Department: Finance and Accounting  
Location: Thurston PUD Headquarters – Lacey, WA  
Reports to: Finance and Customer Service Manager  
Pay Range: \$3,992 - \$5,100 per month (\$23.03 - \$29.42 per hour) Depending on Qualifications  
***A new pay range will be effective January 1, 2024!***

### **Definition**

The primary responsibility of this position is to perform the water utility's accounts payable duties. The position also performs a variety of financial and accounting related duties under the general supervision of the Finance and Customer Service Manager. This position is responsible for compiling and maintaining accounting, budgetary, and other fiscal records and data, such as accounts receivable, payroll, verification and posting of deposits, and reconciliation of accounts and cash receipts in accordance with set guidelines. In addition, the Accounting Assistant classifies and codes entries and transactions in accordance with generally accepted accounting procedures and assists in the preparation of reports and spreadsheets as required.

### **Essential Duties** (*Duties may include but are not limited to:*)

- Under general supervision, classifies and codes invoices by vendor; enters data; verifies correct authorizations; maintains vendor files to ensure all reporting requirements are met.
- Under general supervision, prepares warrants weekly; checks for duplicate payment; prepares reviews and edits voucher reports; mails warrants with documentation; files vouchers.
- Verifies completeness and accuracy of bank deposits; makes corrections as needed and notifies treasurer of all deposits.
- Under general supervision may assist with semi-monthly payroll and payroll liability payments and may help prepare and submit payment and reports of all payroll liabilities/employee benefits.
- May verify the accuracy of all adjustments for leaks, refunds, or other approved corrections.
- Provides customer service; responds to routine inquiries; explains District policies, procedures, and fees; looks up information; refers visitors or callers to other staff as needed.
- Maintains asset listings and depreciation reports as assigned.
- Maintains contract tracking for capital asset projects as assigned.
- Perform assigned purchasing functions.
- Processes automatic payments for utility customers as assigned.
- Assists in the preparation of the annual budget of the District as assigned.
- Assists in the reconciliation of fund balances and other balance sheet accounts as required.

- May assist in the preparation of monthly accounting journal entries for posting to the general ledgers to accurately reflect the distribution of income and expenses; maintains other fiscal records to support the reports issued by the department.
- Participates in the ongoing development and maintenance of a records management system.
- Assist in preparing application for state or federal funding for projects as assigned.
- Provide contracting and bidding support as required.
- Other duties as required in administrative, accounting, and customer service areas.

### **Knowledge, Skills, and Abilities**

- Proficient computer skills with thorough knowledge of spreadsheet and word processing programs and networking systems. Skill using database systems to maintain records and generate reports.
- Must be proficient in Microsoft Suite programs, including Word, Excel, PowerPoint, SharePoint, and Access.
- Must have knowledge of accounting systems, including fund accounting.
- Must have knowledge of state and federal payroll tax regulations.
- Ability to interpret and apply federal, state, and local policies, laws, and regulations.
- Ability to identify when segregation of accounting duties and functions is appropriate.
- Must be bondable.
- Must be highly organized and able to perform duties with a high level of accuracy, thoroughness, and completeness.
- Must be able to exercise decorum and discretion regarding personal and financial information.
- Must possess excellent communication skills, both written and verbal.
- Must be team-oriented but able to work independently.
- Must be able to work under pressure, handle multiple tasks, and meet deadlines.
- Must be able to deal with irate or disgruntled individuals that will require the use of conflict management skills.
- Must have the ability to comply with all PUD policies and procedures and maintain confidential information.
- Must maintain a safe driving record.
- Must be safety-conscious and committed to safe work practices.
- Work in accordance with District and generally accepted industry safety practices.

### **Minimum Qualifications**

- High school diploma or GED or ability to acquire one.
- Valid Washington State Driver's License with a driving record acceptable to the PUD's insurance carrier.

### **Preferred Qualifications**

- Education or experience equivalent to a course work at an associate degree level in accounting or closely related field preferred, including courses or experience in governmental accounting.
- 1-2 years of increasingly responsible finance, purchasing, or accounting experience preferred.
- Knowledge of Prevailing Wage procedures and Davis Bacon Laws preferred.

### **Physical Requirements**

- Position requires the ability to sit or stand for extended periods of time.

- Position requires the ability to lift and/or move objects up to 50 pounds in weight.
- The employee frequently is required to use hands to grasp, manipulate, handle, or feel objects, tools, or controls and reach with hands and arms. This includes using a telephone and/or a keyboard to communicate through written means.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, the ability to adjust focus, and the ability to distinguish between shades of color.

### **Working Conditions**

Work is primarily performed in a busy office setting, oriented to public services and subject to constant work interruptions. The noise level in the work environment is usually low to moderate. A hybrid work schedule may be authorized for this position, per Thurston PUD Policy 100-020 Remote Work.

### **Level of Authority**

Work is performed under the general direction of the Finance and Customer Service Manager. The Accounting Assistant I is expected to perform most assignments independently.

### **Apply**

To apply, submit a letter of interest and resume to [HR@thurstonpud.org](mailto:HR@thurstonpud.org).

The most qualified applicants will be asked to complete an application and additional testing will be required. Applications can be found online at [www.thurstonpud.org](http://www.thurstonpud.org).

Email: [HR@thurstonpud.org](mailto:HR@thurstonpud.org)  
Fax: (360) 357-1172  
Mail: Thurston PUD  
Attn: Human Resources  
1230 Ruddell Rd SE  
Lacey, WA 98503

**Applications will be accepted until the position is filled.** For questions regarding this recruitment, please contact our Human Resources Team at [HR@thurstonpud.org](mailto:HR@thurstonpud.org) or call us at (360) 357-8783.

During the recruitment process, background checks (e.g., criminal history records, employment reference checks, driving record checks, etc.) will be conducted on the top candidates. The PUD is an Equal Opportunity Employer and maintains policies for a drug-free and smoke-free work environment.

### **About Thurston PUD**

Established in 1938, Thurston PUD is a special-purpose municipal agency located in Lacey, WA. The PUD currently owns and operates 279 water systems, serving a population of approximately 25,000 people, including families, businesses, schools, and parks. Thurston PUD provides water planning and utility services to the citizens of Thurston County and operates water systems in Pierce, Lewis, King, Grays Harbor, and Kitsap counties. The PUD is governed by three Commissioners who are elected by the voters of Thurston County to serve for six years.

The PUD offers a competitive and comprehensive benefits package that includes:

- Group healthcare coverage (medical, dental, vision) with low employee premiums,
- Group term life insurance, long-term disability coverage, and accidental death and

dismemberment coverage at no cost to PUD employees,

- Participation in the State of Washington retirement plan,
- Voluntary participation in the State of Washington Deferred Compensation Program,
- Ten paid holidays and two personal holidays each year, in addition to sick and vacation leave benefits,
- PUD-paid training and certifications, and
- Clothing allowance for administrative staff. For Field Operations staff, the PUD provides safety clothing, work boots, and other equipment