

Commissioners

Linda Oosterman – District 1

Russell E. Olsen – District 2

Chris Stearns – District 3



Providing safe, reliable, affordable, and sustainable service.

Position: Accountant I
Pay Range: \$4,853 - \$6,200 Monthly
Job Type: Full-Time, Permanent
Department: Finance and Accounting
Location: Lacey, WA
Reports to: Finance/Accounting and Customer Service Manager
Closing Date: Monday, September 2, 2019

About Thurston PUD

Established in 1938, Thurston PUD is a special-purpose municipal agency located in Lacey, WA. We currently own and operate 275 water systems, serving over 7,850 families, businesses, schools, and parks. Thurston PUD provides water planning and utility services to the citizens of Thurston County, and also own and operate water systems in Pierce and Lewis counties, one water system in King County, and a few water systems in Grays Harbor and Kitsap counties. The PUD is governed by three Commissioners, elected by the voters of Thurston County and elected to serve for 6 years. The Commissioners represent the three PUD Commission districts in Thurston County.

The District offers a competitive and comprehensive benefits package that includes medical, dental, vision, group term life insurance, short- and long-term disability coverage, State of Washington PERS 401(a) retirement plan participation, deferred compensation plans, a monthly commute trip reduction incentive.

Summary:

Public Utility District No. 1 of Thurston County (Thurston PUD) is actively recruiting for one (1) full-time Accountant I. This is a permanent, full-time, FLSA exempt (not overtime eligible) position.

The Accountant I will work under the direction of the Finance/Accounting and Customer Service Manager (FCSM), or the Assistant General Manager (AGM), and will perform a variety of technical accounting and administrative support work such as accounts payable, accounts receivable, payroll, contract and asset tracking maintenance, grant accounting, bank reconciliations, amortization and depreciation schedules, account reconciliations and internal audits in accordance with set guidelines.

1230 Ruddell Rd. SE, Lacey, WA 98503

(866) 357-8783 • Fax (360) 357-1172 • www.thurstonpud.org

This position also assists customers at the counter or via telephone and administers customer accounts as needed. The Accountant I may assist in rate studies, prepare and/or assist in the preparation of reports and spreadsheets as required. This position assists in budget preparation and comprehensive annual financial reports, and coordinates with the State Auditor during the audit of the District's financial records.

Essential Duties:

- Maintains and reconciles cash receipt postings and bank deposits to the general ledger and bank statements.
- Performs monthly fund accounting bank reconciliations.
- Prepares adjusting transactions required to correct the appropriate accounting records.
- Prepares and/or assists with grant reimbursement requests and maintains records including financial reports for state and federal grants.
- Maintains contract and cost tracking for capital asset projects.
- Maintains amortization and depreciation schedules.
- Performs multiple physical inventories of assets, reconcile and report any discrepancies.
- Prepares and reports monthly, quarterly and yearly tax filings and statements.
- Performs cash drawer and petty cash reconciliations and provides recommendations as needed for proper accounting procedures.
- Performs monthly balance sheet account reconciliations.
- Assists in the preparation of monthly accounting journal entries for posting to the general ledger to accurately reflect the distribution of income and expenses; maintains other fiscal records to support the reports issued by the department.
- Assists in the preparation/compilation of the comprehensive annual financial report (CAFR) of the District.
- Assists in the preparation of the annual budget and prepares budget resolutions and amendments for the District.
- Assists management with budgeting analysis and variance reports for the Board of Commissioners.
- Participates in the ongoing development and maintenance of a records management system.
- Provides assistance to Accounting Assistants with the ability to perform essential functions including but not limited to payroll, accounts payable/receivable, and cash receipting.
- Provides customer service, responds to routine inquiries, explains District policies, procedures, rate, charges and fees, and refers visitors or callers to other staff as needed.
- Must exercise strong communication skills both written and verbal.
- Required to keep customer and District information confidential.
- Must have a history of having a team-oriented work ethic.
- Must have the ability to work under pressure and handle stressful situations tactfully.
- Must have the ability to handle multiple tasks.
- Must be able and willing to work nights and weekends occasionally if required.
- Must demonstrate ability to meet deadlines.

- Must be bondable.

Minimum Required Education/Experience/Abilities:

- Education or experience equivalent to a course work at a bachelor's degree level in Accounting or closely related field preferred, including courses in governmental accounting, **and** 2-3 years of experience in finance, accounting or purchasing.
- Ability to interpret and apply federal, state and local policies, laws and regulations.
- Proficient computer skills with thorough knowledge of spreadsheet and word processing programs, and networking systems. Preferred 2-3 years' experience using database systems to maintain records and generate reports.
- Must be able to work under pressure, to handle multiple tasks and meet deadlines.

Preferred Knowledge, Skills and Abilities:

- Work in public sector accounting and finance and utilities is highly desired.
- Ability to identify segregation of accounting duties and functions.
- Must have extensive knowledge of accounting systems, including fund accounting.
- Must possess a valid Washington State driver's license and have an acceptable driving record.
- Must be extremely accurate.
- Must possess excellent communication skills both written and verbal.
- Must be team oriented and able to work as a team member in a team environment.
- Must be able to exercise decorum and discretion regarding personal and financial information.
- Ability to exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding other employees and commissioners.
- Must be able to work under pressure, to 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 be innovative and have the ability to explore new techniques.
- Must be able to establish and maintain effective working relationships with fellow employees and the general public.
- 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.
- Knowledge of Prevailing Wage and Davis Bacon laws.

Physical Demands and Working Conditions:

Work is performed in an office setting which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or interoffice contacts and pressure to meet timelines. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods; see to read and analyze financial data; and hear and speak to exchange information. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee must occasionally lift and/or

move up to 50 pounds. 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. The noise level in the work environment is usually moderate.

Apply

To be considered for this position, please **fill out an application at www.ThurstonPUD.com** and submit a letter of interest, resume and references. Please email your completed application packet to Ruth Clemens at rclemens@thurstonpud.org or mail them to

Thurston PUD
Human Resources
1230 Ruddell Road SE
Lacey, WA 98503

You can also drop applications off to the address listed above.

All application materials must be received by **Monday, September 2, 2019** to be considered during the first review of applicants.

For questions or other information related to this recruitment, please contact Finance/Accounting and Customer Service Manager TaSeana Tartt at (360) 357-8783 x111. Prior to employment, a criminal history background check and reference checks will be conducted on the top candidates. The District is an Equal Opportunity Employer and maintains policies for a drug-free and smoke-free work environment.



APPLICATION FOR EMPLOYMENT

Public Utility District No. 1 of Thurston County

1230 Ruddell Rd SE

Lacey, WA 98503

Main: (360) 357-8783 or Toll Free: (866) 357-8783

E-Mail: PUDcustomerservice@thurstonpud.org

Public Utility District No. 1 of Thurston County is an Equal Employment Opportunity employer. Qualified applicants will receive consideration for employment without discrimination based on color, race, gender, national origin, religion, age, disability status, or by any other bases protected by local, state, or federal law. **Please complete this application as legibly as possible, and answer all questions to the best of your ability.**

Legal Name: _____
Last First Middle

Mailing Address: _____
Street City State Zip

Physical Address: _____
(if different) Street City State Zip

Primary Phone: _____ Alternate Phone: _____

E-Mail Address: _____

Have you ever been employed by Public Utility District No. 1 of Thurston County in the past? Yes No

If yes, when? _____

Are you related to a current PUD employee? Yes No

If yes, please list the employee's name and your relationship: _____

EDUCATION

	Institution Name/Address	Degree/Major	GPA
High School Graduate? <input type="checkbox"/> or GED? <input type="checkbox"/>			
College or University			
Technical School			
Other			
Other			

EMPLOYMENT

Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Position: Duties:
Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Position: Duties:
Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Position: Duties:
Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Position: Duties:

May we contact your present and/or your former employers? Yes No

What position are you applying for? _____

Are you able to perform the essential functions of the position with or without accommodation? Yes No

Are you legally eligible for employment in the United States? Yes No

If necessary for the job, are you able to work overtime or serve on call? Yes No

If you are offered a position with the PUD, after how many days will you be able to report to work? _____ days

If you are applying for a position where you will be expected to drive on duty, do you have, or can you obtain, a valid Washington State Driver's License?
 Yes No Not Applicable

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Please list four references unrelated to you (include employers, supervisors, or coworkers, business association, etc.).

Name	Occupation	Address	Contact Number

SKILLS AND QUALIFICATIONS

Please indicate if you have any of the qualifications/certifications listed below.

First aid/CPR Certification? Yes No If yes, expiration date: _____

Class A CDL Driver's License? Yes No If yes, expiration date: _____

Waterworks Operator Certifications? Yes No

Cross Connection Control Certification? Yes No

If yes to the above question, please list license number(s), designation, and level achieved: _____

Clerical/Office Experience

Please list the names of the computer software programs in which you are proficient.			
Please list any experience you may have in cashiering, customer service, and records management capacities.			
Please list any experience you may have in bookkeeping or accounting capacities.			
How many WPM are you able to type?		Are you proficient with a ten-key calculator? (yes or no)	

Professional/Technical Experience

Please list any experience you may have in a managerial capacity, which includes the supervision of employees.			
Please list any technical experience you may have related to engineering, surveying, electronics, computer networking/programming, telecommunications, etc. Please include how many years of experience you have.			

Craft/Maintenance Experience

Please list any craft and/or maintenance experience you may have related to water system treatment, pump and water system maintenance, telemetry and labor work such as landscaping, meter reading, mechanics, equipment operation, etc. Please include how many years of experience you have.			
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Please list any experience you may have with specific equipment or machinery (i.e. backhoe/front end loaders, vactors, trenchers, forklifts, cranes, calibration equipment, welders, etc.)	
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Please list any specific training you have completed that isn't already listed on this page or the previous page.

Please list any special qualifications or skills that you believe would help you succeed in this position.

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To the best of my knowledge, the information herein is true and complete. If necessary for employment, I agree to provide my birth certificate or other proof of authorization to work in the United States. I understand that I may be required to have a physical examination as a part of the hiring process. I further understand that I may be tested for the presence of drugs as part of the pre-employment screening if I am applying for a safety sensitive position or one which requires a Commercial Driver License. I authorize investigation of all statements in this application. I understand that providing false information on this application is grounds for disqualification and/or dismissal. I understand that nothing in this application or my communications with any Thurston PUD official is intended to create an employment contract between Thurston PUD and me.

Signature of Applicant

Date

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Please return this application along with any supporting documents (if required) to Public Utility District No. 1 of Thurston County (Thurston PUD) at:

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