



Accounting Assistant I

Position:	Accounting Assistant I
Department:	Finance & Accounting
Job Type:	Full-time, Permanent
Reports to:	Finance & Customer Service Manager
Location:	Thurston County – Lacey, Washington
Pay Range:	\$3,757 - \$4,800 monthly (\$21.66- \$27.69 hourly) DOQ
Category:	FLSA Non-Exempt, eligible for overtime
Closing:	Open until filled

ABOUT THE PUD

Established in 1938, Thurston PUD is a special-purpose municipal agency located in Lacey, WA. We currently own and operate 279 water systems, serving over 9,600 families, businesses, schools, and parks. Thurston PUD provides water planning and utility services to the citizens of Thurston County, and owns 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 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.

ABOUT THE JOB

Thurston PUD policy states that new employees should be vaccinated upon hire or begin the vaccination process within two weeks of hire and be fully vaccinated within 45 days of hire. Working closely with the Finance and Customer Service Manager, Assistant General Manager or other finance staff, this entry level position performs a variety of responsible duties and technical accounting and administrative work including accounts payable, accounts receivable, cash receipts, account reconciliations, payroll, compiling and maintaining accounting and other fiscal records in accordance with set guidelines. Responsible for classifying and coding vendor invoices and transactions in accordance with internal policies & procedures and GAAP accounting. Prepares and/or assists in the preparation of reports and spreadsheets as required. Assists counter and telephone customers and administers customer accounts as needed. This is FLSA covered position.

ESSENTIAL FUNCTIONS: Essential duties and responsibilities **may** include, but are not limited to, the following:

- Verifies completeness and accuracy of bank deposits; makes corrections as needed and notifies treasurer of all deposits.

- Under close supervision, classifies and codes invoices by vendor; enters data; verifies correct authorizations, maintains vendor files to ensure all reporting requirements are met.
- Under close supervision, prepares warrants weekly; checks for duplicate payment; prepares, reviews and edits voucher reports; mails warrants with documentation; files vouchers.
- Perform Advance Travel related duties including booking reservations, travel vouchers, documentation and payment.
- Under close supervision, prepares semi-monthly payroll and payroll liability payments; prepares and submits payment and reports of all payroll liabilities/employee benefits.
- Prepares non-utility receivable invoices including damage expenses caused by customers and/or agencies, tenant rentals and employee clothing purchases. Corresponds as needed to ensure timely payment.
- Maintains Petty Cash including documenting expenditures and reconciling the account balance.
- Assists 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.
- 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.
- Verifies accuracy of all adjustments for leaks, refunds or other approved corrections.
- Assists in the review of deleted customer accounts and sends delinquency notes to customers, coordinates payments and adjustments, and transfers delinquent accounts to the collection agency.
- Support the Public Records Officer to file, track, and archive records in accordance with record retention requirements and standards.
- Participates in the ongoing development and maintenance of a records management system.

OTHER JOB DUTIES:

- Perform general clerical office duties and file maintenance functions.
- Perform purchasing functions including office supplies and materials.
- Maintain asset listings and depreciation reports as assigned.
- Maintain contract and cost tracking for capital asset projects as assigned.
- Assist in the reconciliation of fund balances and other balance sheet accounts as assigned.
- Assist in the preparation of various monthly, quarterly, and year end processes and reports as assigned.
- Assist in the preparation of the annual financial audit as assigned.
- Assist in the preparation of the annual budget of the District as assigned.
- Assist in preparing application for state or federal funding for projects as assigned.
- Provide contracting and bidding support as required.
- Assist in the preparation of District meetings and events.
- Update and/or develop policies and procedure.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- Education or experience equivalent to a course work at an Associate's degree level in Accounting or closely related field preferred, including courses or experience in governmental accounting and 1-2 years of increasingly responsible finance, purchasing or accounting experience.
- Proficient computer skills with thorough knowledge of spreadsheet and word processing programs, and networking system. Skill using database systems to maintain records and generate reports.

- Must have knowledge of accounting systems, including fund accounting.
- Must have knowledge of state and federal payroll tax regulations.
- Knowledge of Prevailing Wage and Davis Bacon Laws preferred.
- 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 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, handle multiple tasks with a high level of detail and accuracy, 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.

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 25 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 Thurston PUD Human Resources at hr@thurstonpud.org or mail them to:

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

We will be accepting applications until the position is filled.

For questions or other information related to this recruitment, please contact Ruth Clemens at rclemens@thurstonpud.org or at (360) 515-6118. 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.

Supplemental Questionnaire

Position: Accounting Assistant I – Finance and Accounting

Please select your highest level of education from the choices below.

High School Diploma or Equivalent

Associate Degree

Bachelor's Degree

Master's Degree or Higher

PUD policy state that new employees should be vaccinated upon hire or begin the vaccination process within two weeks of hire and be fully vaccinated within 45 days of hire. Are you willing to accept and comply with this condition of employment?

Yes

No

Do you have experience working in an office that handled confidential information?

Yes

No

Do you have at least 2 years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting or general administrative work?

Yes

No

Please select all that apply. I have experience with the following:

Creating and editing professional business correspondence in Microsoft Word or other software

Developing spreadsheets

Building Excel spreadsheets

Processing Accounts Payable

Processing Accounts Receivable

Answering and transferring calls

Making travel arrangements

Scanning documents and data entry

None of these Apply

How did you hear about this job opportunity?

Thurston PUD Website

The Olympian

WorkSource Center or Website (WorkSourceWA.com)

PUD Employee

Professional/Personal Network

Indeed

Other _____

Which of the following best describes your experience proofreading, editing, reviewing and evaluating documents?

I have LESS than one year of experience.

I have one to two years of experience.

I have two to three years of experience.

I have OVER three years of experience.

**Which one of the following best describes your work experience in an office environment where you were responsible for performing several tasks simultaneously while having continual interruptions?
Examples: Supporting professional staff, having competing deadlines, directing calls or visitors, processing paperwork, scheduling meetings, and making travel arrangements.**

I have LESS than one year of experience.

I have one to two years of experience.

I have two to three years of experience.

I have OVER three years of experience.

Which one of the following computer programs have you used for at least one year in a work environment? Select all that apply.

Microsoft Word

Microsoft Excel

Microsoft Outlook

Microsoft SharePoint

Microsoft Access

Adobe Acrobat

None of the above applies to me

Which one of the following best describes your highest level of Microsoft Excel skills? (To qualify for the Intermediate level, you must also be able to perform the functions at the Basic level; to qualify for the Advanced level, you must also be able to perform the functions at Basic and Intermediate levels; to qualify for the Expert level, you must also be able to perform the functions at the Basic, Intermediate, and Advanced levels.)

I do not have enough skills to meet the definition of the Basic level below

BASIC: Create basic worksheets; create basic formulas; use basic functions; modify and format a worksheet; print workbooks

INTERMEDIATE: Use advanced formulas; organize tables and worksheets; create and modify charts; analyze data using Pivot tables and Pivot Charts; insert and modify graphic objects in a worksheet

ADVANCED: Create and edit macros; conditional formatting; apply data validation criteria; able to protect, share and merge files; trace cells and troubleshoot formula errors; uses data list outline; consolidate data and link workbooks; export and import text files and XML data; import data from the Web and create Web queries; analyze data using trend lines, Sparklines and scenarios

EXPERT: Able to use and train others in all Excel functions listed above and uses advanced formulas, functions and arrays; uses information, date and time functions; uses advanced editing and formatting; advanced chart formatting; runs solver models and reports; embed and link information; set up customization including automation

Which one of the following best describes your highest level of Microsoft Outlook skills? (To qualify for the Intermediate level, you must also be able to perform the functions at the Basic level; to qualify for the Advanced level, you must also be able to perform the functions at Basic and Intermediate levels; to qualify for the Expert level, you must also be able to perform the functions at the Basic, Intermediate, and Advanced levels.)

I do not have enough skills to meet the definition of the Basic level below

BASIC: Compose email messages; send and respond to messages; organize email into folders; create contact information; schedule appointments; schedule meetings, manage tasks and notes

INTERMEDIATE: Set calendar options; sort, find and filter messages; create distribution lists; share and delegate folder access; customize toolbar, menu bar, quick access tool bar and the To-Do bar; customize message options; use the journal entry to track and record; assign, reply and track tasks; create public folders and send and post information

ADVANCED: Personalize with stationary and themes; create signatures; configure email security settings; group items and create search folders; apply conditional formatting; manage data files; create mail merge using contacts; archive messages

EXPERT: Able to use and train others in all Outlook functions listed above

Which one of the following best describes your highest level of Microsoft Word skills? (To qualify for the Intermediate level, you must also be able to perform the functions at the Basic level; to qualify for the Advanced level, you must also be able to perform the functions at Basic and Intermediate levels; to qualify for the Expert level, you must also be able to perform the functions at the Basic, Intermediate, and Advanced levels.)

I do not have enough skills to meet the definition of the Basic level below

BASIC: Create, save, preview and print a basic document; edit selected text; change font appearance; highlight text; format paragraphs with tabs, borders, shading and styles; page setup, use auto correct

INTERMEDIATE: Insert graphic objects and visual effects to a document; add tables to a document or convert tables to text; add watermarks, borders, headers and footers; use the word look up (thesaurus, dictionary); customize tables and charts; modify pictures in document; create customized graphic elements; use templates

ADVANCED: Insert content using quick parts; control text flow; perform mail merge function; uses macros for tasks; insert cover pages and table of contents; track changes and comments; insert bookmarks, footnotes and endnotes; add hyperlinks; cross-references and citations; link documents to excel worksheets; send document to PowerPoint; merge documents; redaction function; hide text; add digital signature, restrict access and use passwords; create, protect and automate forms

EXPERT: Able to use and train others in all Word functions listed above

Which of the following best describes your paid experience with billing, managing invoices, tracking authorizations & interacting with organizations/agencies to resolve fiscal matters?

I have no paid experience with billing, managing invoices, tracking authorizations & interacting with organizations/agencies to resolve fiscal matters

I have at least 6 months of paid experience with billing, managing invoices, tracking authorizations & interacting with organizations/agencies to resolve fiscal matters

I have at least 12 months of paid experience with billing, managing invoices, tracking authorizations & interacting with organizations/agencies to resolve fiscal matters

I have at least 18 months of paid experience with billing, managing invoices, tracking authorizations & interacting with organizations/agencies to resolve fiscal matters

I have at least 24 months of paid experience with billing, managing invoices, tracking authorizations & interacting with organizations/agencies to resolve fiscal matters

I have at least 30 months of paid experience with billing, managing invoices, tracking authorizations & interacting with organizations/agencies to resolve fiscal matters

Which one of the following best describes your work experience performing a variety of GENERAL OFFICE duties for a business or organization, such as answering telephones, greeting visitors, filing keeping records or accounts, inputting data into a computer, typing or keyboarding, or processing mail?

I have LESS THAN 12 months of this type of experience.

I have AT LEAST 1 year of this type of experience.

I have at least 2 years of this type of experience.

I have at least 3 years of this type of experience.

I have at least 4 years of this type of experience.

I have 5 or more years of this type of experience.

I do not have this type of experience.

Which of the following best describes your CUSTOMER SERVICE experience working directly with internal or external customers via the telephone or in person? This would include greeting and assisting clients or customers in person, some of which may be hostile, angry, and/or difficult to work with.

I have LESS THAN 12 months of this type of experience.

I have AT LEAST 1 year of this type of experience.

I have at least 2 years of this type of experience.

I have at least 3 years of this type of experience.

I have at least 4 years of this type of experience.

I have 5 or more years of this type of experience.

I do not have this type of experience.

Do you have demonstrated organizational and time management skills?

Yes

No

What is your typing speed in words per minute (WPM)? (As part of the screening process, candidates may be asked to provide verification of a timed typing test to validate claimed skills.) To determine your typing speed, see the link under the Supplemental Information on the Job Announcement.

0-39 WPM

40-49 WPM

50-59 WPM

Over 60 WPM

Which of the following best describes your experience proofreading, editing, reviewing and evaluating documents?

I have 5 months or less of this experience

I have 6-11 months of this experience

I have 12-23 months of this experience

I have 24 or more months of this experience

Which of the following best describes your experience making travel arrangements and preparing documentation?

I have 5 months or less of this experience

I have 6-11 months of this experience

I have 12-23 months of this experience

I have 24 or more months of this experience

As part of the pre-employment process, are you willing and able to undergo a criminal history background investigation? This would include a criminal records check.

Yes

No



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: HR@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:

Thurston PUD
 1230 Ruddell Road SE
 Lacey, WA 98503
 Fax: (360) 357-1172
 E-Mail: HR@thurstonpud.org