

Commissioners

Linda Oosterman – District 1
Russell E. Olsen – District 2
Chris Stearns – District 3



Providing safe, reliable, affordable, and sustainable service.

Position: Accounting Assistant II to Accountant II
Pay Range: \$4,305 - \$6,600 Monthly (DOQ)
Job Type: Full-Time, Permanent, FLSA Exempt
Department: Finance and Accounting
Location: Lacey, WA
Reports to: Finance and Customer Service Manager
Closing Date: Open Until Filled

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 Accounting Assistant or Accountant. This is a permanent, full-time, FLSA exempt (not overtime eligible) position. This position is a junior to a senior level and job title that will depend on experience. We are looking for a candidate that has experience and/or qualifications that fit those of an Accounting Assistant II to Accountant II. We want the successful candidate to grow into the position to fit the unique needs of our small water utility.

The Accounting Assistant or Accountant will work under the direction of the Finance 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.

This position also assists customers at the counter or via telephone and administers customer accounts as needed. The Accounting Assistant or Accountant prepares 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.

Junior-level Duties Include:

- Perform basic posting, filing and a variety of responsible duties.
- Reconciles accounting, budget and other fiscal records and data such as cash deposits, and banking statements, under supervision.
- Reconcile a wide variety of accounting documents such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements, and journal vouchers.
- Review and code financial information; prepare and process documents to disburse funds, make deposits and prepare reports; compile and review information for accuracy; and maintain records.

Senior-level Duties Include:

- Performs a wide array of moderate to complex accounting activities requiring good grasp of accounting operations and procedures. With a focus on daily operations, prepares, maintains, balances and posts financial data.
- Processes bi-monthly payroll, reporting and other payroll related tasks.
- Monitors and analyzes revenue and expenditure accounts.
- Prepares a variety of complex reports, statements, and documents for major financial projects.
- Provide support with the budget process, financial statement preparation, internal and external audits.
- Recommends policies and procedures to ensure compliance with accounting practices, laws, and regulations, and analyzes and audits financial records for completeness and conformance tot policies and procedures.
- Designs new systems or modifies existing systems to provide records of assets, liabilities, and financial transactions of the jurisdiction.

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/or** 2-3 years of experience in finance, accounting or purchasing. Can substitute years of experience for education.
- Ability to interpret and apply federal, state and local policies, laws and regulations.
- Proficient computer skills with thorough knowledge of Microsoft programs including Excel, Word and Outlook.
- Preferred 2-3 years' experience using database systems to maintain records and generate reports. Springbrook experience is desirable, but not required.
- 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.
- Knowledge of Prevailing Wage and Davis Bacon laws.

Physical Demands and Working Conditions:

This position will work temporarily remotely (at home), computer equipment and supplies will be provided to work in remote settings. Upon General Manager approval, work will transition to an in-office setting. The in-office work environment is busy, oriented to public services and subject to constant work interruptions. The noise level in the office work environment is usually moderate. Work performed in an office setting 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 **complete an employment application and answer the supplemental questions at www.ThurstonPUD.com**, and submit a letter of interest, resume and references. Please email your completed application packet to HR@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 **Friday, February 12, 2021** to be considered during the first review of applicants.

For questions or other information related to this recruitment, please contact Finance 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.

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: PUDcustomerservice@thurstonpud.org

Supplemental Questionnaire – Accounting Professional

- 1. Do you have college, university or certification credits in accounting, finance, auditing or budgeting from an accredited institution?**

Yes

No

- 2. How many months of experience do you have applying Generally Accepted Accounting Principles (GAAP)?**

I do not have this experience

Less than 1 year

1 to 2 years

3 to 4 years

5 or more years

Please briefly describe your professional experience and working knowledge of GAAP. If you have none, please type N/A.

- 3. Which best describes your experience as an accounting professional or equivalent? Examples of this type of work include accounting, budgeting, auditing, payroll, time keeping, and fiscal work.**

I do not have this experience

Less than 1 year

1 to 2 years

3 to 4 years

5 or more years

- 4. Please select the answer that best describes your professional financial experience within a state, local or tribal government which includes experience with accounting policy, payroll, federal and state requirements, accounting and auditing standards, and internal control requirements:**

I do not have this experience

Less than 1 year

1 to 2 years

3 to 4 years

5 or more years

If you indicated you have experience noted above, please explain how, where and when you gained this knowledge and experience (must also be reflected in the work experience of your application). If you answered no, please type N/A in the text box below.

5. Please select the answer that best describes your management/leadership experience, to include all aspects of workforce and performance development and direct supervision:

I do not have this experience

Less than 1 year

1 to 2 years

3 to 4 years

5 or more years

If you indicated you have experience noted above, please explain how, where and when you gained this knowledge and experience (must also be reflected in the work experience of your application). If you answered no, please type N/A in the text box below.]

6. How many months of experience do you have analyzing and interpreting financial reports in order to adjust entries and correct discrepancies?

I do not have this experience.

Less than 1 year

1 to 2 years

3 to 4 years

5 or more years

7. What is your payroll processing experience within municipal payroll processing systems or HR systems or an equivalent system?

I do not have this experience.

Less than 1 year

1 to 2 years

3 to 4 years

5 or more years

If you answered as having the experience as listed in the previous question, describe the type of payroll processing system(s) you have worked with and include how it was utilized, where you gained this experience, and the average length of time to process payroll. Type in N/A if you answered as not having this experience.

8. 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

- 9. 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

- 10. 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; assign, reply and track tasks; create public folders and send and post information

ADVANCED: Personalize with stationery 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