

Accounting Assistant III – Clerk's Office

Job Summary

This is an advanced technical support position responsible for the completion of complex work relating to monies deposited from superior, juvenile courts and our in-house collections unit. This position also acts as a lead worker for other clerical employees in a work unit. The Accounting Assistant III coordinates the cash handling practices and procedures, monitors cash receipting, disburses funds from the clerk's trust account, and works with the State and County Auditor's offices to ensure accountability of funds. Responsibilities will also include preparing and maintaining accounting records journals, reports, statements and accounts associated with a variety of financial transactions.

This position is represented by Local 11, AFL-CIO - Office & Professional Employees International Union.

Cover Letter and Resume (Required) – In addition to the Clark County application, applicants must submit a Cover Letter detailing their experience and a Resume. Both documents must be submitted simultaneously in the "Upload Resume" section of the application.

Qualifications

Education and Experience:

Three (3) years of general office experience, two (2) years of which must be directly related to the work of the class; or Two (2) years (90 credit hours) of post-secondary bookkeeping or accounting occupational training or education may be substituted for up to two (2) years of required experience

Any combination of work experience and education which demonstrates the ability to perform the work of the class.

The ideal candidate will have the following strengths:

- Knowledge and understanding of generally accepted accounting principles
- Strong computer skills – Microsoft Office Suite and Workday preferred
- Knowledge in Washington State's Odyssey and JIS system preferred
- Ability to prepare data, statement, and reports requiring analytical thought with minimal supervision

Knowledge of: The principles and practices of double-entry bookkeeping; general office practices and procedures; government structure and budget procedures; accounting principles, theories, concepts and terms; basic methods and techniques of governmental accounting, including knowledge of the Washington State BARS system.

Ability to: Classify accounting transactions, maintain and reconcile accounts, close accounts and prepare reports and statements; acquire knowledge of specialized procedures and subject

matter encountered in specific assignments of the position; plan and oversee the activities of other employees; establish and maintain effective working relations with co-workers, supervisors, the general public, and employees and officials of other departments and agencies; understand and execute oral and written instructions and to apply available guidelines to varied situations; operate office equipment associated with the duties of the position at an occupational level; communicate complex and sometimes highly technical information clearly, orally and in writing.

HOW TO APPLY:

An online application is required. For complete job announcement, application requirements, and to apply on-line, please visit our website at:

https://clarkcountywashington.wd1.myworkdayjobs.com/en-US/ClarkCountyJobs/job/Courthouse/Law-Librarian--Asst---Part-Time_R000626

Equal Opportunity Employer

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Clark County's Equal Employment Opportunity Plan is available at

<http://www.clark.wa.gov/human-resources/documents>

If you are in need of ADA/Section 504 assistance for accommodations, please contact Human Resources at (360) 397-2456; Relay (800) 833-6388.

Salary Grade: Local 11.506 (\$19.98 - \$25.52) per hour

Close Date: 09/4/2019