



WOODINVILLE WATER DISTRICT

17238 NE Woodinville-Duvall Road
PO Box 1390
Woodinville, Washington 98072-1390
(425) 487-4100
FAX (425) 485-6381

POSITION ANNOUNCEMENT – District Accountant

OPENING DATE: February 1, 2024

CLOSING: First Review February 27, 2024 (Open Until Filled)

POSITION: District Accountant

EMPLOYMENT TYPE: Full time, Non-Exempt.

SALARY RANGE: \$100,462.86 to \$134,629.83 Annual Salary (DOQ)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Join us as Woodinville Water District's District Accountant. This position reports to the Director of Finance as a member of the District's Finance Department, the District Accountant performs a wide array of moderately complex accounting activities that requires a high-level understanding of accounting operations and procedures that involve research and preparation of financial budget and other related reports, gathering, analyzing, interpreting, forecasting, and maintenance of financial data, and providing backup to other accounting related positions.

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

Bachelor's degree in accounting, Business Administration, Finance, or another related field.

Three to Five years progressively responsible experience in municipal government accounting and finance.

Licensed Certified Public Accountant and/or Certified Public Finance Officer Designations are highly desirable.

DISTRICT BENEFITS:

The District offers a full benefits package with full family coverage for medical, dental, and vision. The District offers many other benefits including.

- 12 days of vacation per year. Accrual rate is 3.6924 hours per pay period for the first year of employment.
- 12 days of sick leave per year. Accrual rate is 3.6924 hours per pay period.
- 13 paid holidays per year, including 2 floating holidays (employees' choice).
- Washington State Department of Retirement Systems (DRS), which offers a guaranteed monthly benefit once vesting criteria has been met.
- Employees may contribute to a 457 Deferred Compensation Plan, that the District will match contributions up to 2% of base pay.

- Other benefits offered: HRA VEBA, Flexible Spending Account (FSA), Training and Tuition Assistance, Short-Term and Long-Term Disability Insurance, Aflac and Colonial Life, Employee Assistance Program.

WORK ENVIRONMENT:

Work is performed primarily in an office environment.

This position typically requires reaching, standing, sitting, lifting, walking, pushing, pulling, carrying, grasping, finger dexterity, hearing, seeing, talking and repetitive motions.

Light Work: Frequently lifting, carrying, pushing, or pulling up to 20 pounds.

EQUITY STATEMENT:

Woodinville Water District strives to be a diverse workforce that is representative of the community we serve. We value a variety of perspectives and life experiences and encourage people of all backgrounds to apply. Applicants are considered for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age disability, veteran status, genetic information, or any other protected status under federal, state, and local laws. We believe diversity and inclusion among our teammates is critical to the success of our District operations.

HIRING PROCESS:

Upon completion of initial review, selected applicants will be contacted for additional information and possible interview. Prior to employment, a criminal history background check and reference checks will be conducted.

TO APPLY:

Applicants should apply for the classification they feel is most relevant to their skills and experience. Candidates should indicate which position they wish to be considered for in their cover letter. Submit a completed District Application Form or email resume to jobs@woodinvillewater.com. Application Forms are available on our website at www.woodinvillewater.com. Applicants who are invited to participate in the interview process will be notified by phone.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please enquire directly with the stachibana@woodinvillewater.com.

**THE WOODINVILLE WATER DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
AND MAINTAINS POLICIES FOR A DRUG-FREE AND SMOKE-FREE WORK ENVIRONMENT.**