

**Employment Opportunity
King County Water District 125 Comptroller**

Job Status: Open - Accepting Applications **Job Close Date:** Until Filled
Title: Comptroller **Status:** Union Represented
Supervisor: General Manager **Annual Salary:** \$66,000-\$82,500 DOQ

General Nature & Scope of Work

Under the direction of the General Manager, the Comptroller is primarily responsible for accounts payable, human resources, payroll, records retention and assisting with customer service duties. Tasks include preparing meeting vouchers, processing payroll, responding to customer inquiries and maintaining District records. The Comptroller also works closely with the General Manager preparing financial reports for the Board of Commissioners.

Minimum Requirements

- High school diploma or GED. Combination of education and experience which demonstrates competency.
- Competent knowledge of MS Excel, Word and Power Point. Familiarity with MS Access and One Note a plus.
- Excellent verbal and written communication skills and the ability to work successfully in a team environment.
- Background in either accounts payable or payroll preferred.

Required Knowledge and Skills

- Read and understand budgets, balance sheets and related financial documents.
- Ability to perform routine accounting functions for the District including posting general ledger and purchase journal transactions.
- Demonstrated proficiency with computer accounting software systems and spreadsheet programs.

ABILITY TO:

- Review and check financial documents and reports such as invoices, vouchers, receipts and requisitions for mathematical accuracy, completeness and consistency
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Compute, prepare and process billings, payments or disbursements to account for funds owed by or due to the District
- Understand and work within the scope of authority.
- Meet schedules and timelines.
- Maintain routine records.
- Prepare, communicate, and clearly present financial information to non-financial people both orally and in writing

- Communicate effectively verbally and in writing.

Benefits:

The District values its employees and their families and we want to make sure you have the resources to stay happy and healthy. For this reason, we provide the following benefits:

Washington State PERS, Long Term Disability, Life Insurance, Deferred Compensation, Medical, Dental, Vision coverage and a monthly contribution to a medical savings account (HRA VEBA).

A competitive Vacation and Sick Leave policy with thirteen Federal and State paid holidays.

Salary Range:

\$66,000-\$82,500 (annually) with the starting salary negotiable depending on experience and qualifications. Cost of living and step increases are set forth in the union contract.

Application Process:

For an application and job description, please go to King County Water District 125's web site at www.waterdistrict125.com.

All interested candidates must submit a completed application along with cover letter and resume to King County Water District 125, Attn: Shane Young, PO Box 68147 SeaTac, WA 98168. Applications can also be dropped off in person at 3460 S 148th ST, Suite 110, Tukwila, WA 98168.

The first review of applications will be on September 26th, 2017.
King County Water District 125 is an Equal Opportunity Employer.