



# City of Spokane Valley Employment Opportunity Position: Accounting Technician

**ABOUT THE CITY:** Spokane Valley is a city with a population of over 98,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is a high-performing organization, and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

**ABOUT THE POSITION:** Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our City as a full-time Accounting Technician, in our Finance Department assisting with Accounts Payable and purchasing. The ideal candidate will have exceptional professional skills, a positive work attitude and a strong desire to provide superior service to both internal and external customers.

**SELECTED EXAMPLES OF DUTIES:** Under general supervision processes claims and vouchers for payment. Assigns appropriate BARS account code(s) where needed and reviews pre-coded purchase orders. Assures proper approvals, vendor information, and supporting documentation. Disburses City funds upon approval of warrants, vouchers, coupons, or bonds. Balances cash on hand against receipts; prepares and balances deposits; makes a listing of deposits by accounts; examines receipts for accuracy and completeness; deposits monies into bank. Accumulates, calculates, posts, balances, and reconciles data for specific accounts; identifies, traces, and otherwise resolves discrepancies in accordance with established procedures. Posts revenue receipts and invoices for payments to the general ledger. Prepares and makes bank deposits and records. Processes requisitions or purchase orders. Assists the general purchasing process of the City including inputting purchase order information by encumbering, posting, balancing, and printing checks. Serves as the purchasing agent for departmental office supplies. Other duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS:** **Education and Experience:** Graduation from High School or GED supplemented by two (2) years of post-secondary training in accounting, bookkeeping or closely related field, including two (2) quarters/semesters of accounting, and three (3) years of increasingly responsible related experience. An equivalent combination of related education and experience may be considered. Experience in accounts payable and purchasing strongly desired. **Necessary Knowledge, Skills and Abilities:** Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of generally accepted accounting principles, practices, and procedures (GAAP) and budgeting, accounting and reporting systems for municipalities (BARS) including data processing systems and their relationship to and use in accounting. Requires superior customer service and interpersonal relationship skills.

**SPECIAL REQUIREMENTS:** Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of a background check, including a criminal history check and credit report, is required. This is a FLSA-non exempt, at-will position in the Finance Department.

**SALARY:** Anticipated hiring range is in Grade 12 and will be \$20.28/hour - \$32.93/hour.

**BENEFITS:** Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long-term disability, vision, and employee assistance benefits. Ten paid holidays, vacation, and sick leave. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. In addition, employees have the option of signing up for a 457 deferred compensation plan with the City. The City does not participate in Social Security. However, the City has adopted an ICMA-RC 401(A) Social Security substitute plan which requires an employee contribution. All positions in the City are considered at-will.

**TO APPLY:** Interested and qualified persons are invited to submit a complete City application, résumé, cover letter and list of five (5) work-related references (name and phone number) via our Online Application System at [www.spokanevalley.org](http://www.spokanevalley.org) - click on Jobs.

**APPLICATION DEADLINE:** Apply Immediately. Posted August 20, 2021, 2021. Position open until filled. First review after 5:00 p.m. on September 3, 2021.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.  
We are an Equal Opportunity Employer*

**PLEASE POST**  
**10210 E. Sprague • Spokane Valley, WA 99206 • Ph: (509) 720-5000 • Fax: (509) 720-5090**