

AUDITOR / ACCOUNTING CLERK

Internal Job Posting Kittitas County Public Utility District #1

Posted: 1/20/2012

Category: Accounting
Compensation: \$18.25/hr and Full Benefit Package
Application Deadline: February 3, 2012
Posting Duration: 2 weeks

Kittitas County PUD is currently accepting applications for one full-time Auditor/Accounting Clerk. Applicants must be currently employed with the District, possess a valid Washington State Drivers License and a High School Diploma or equivalent. Applicant should have a background in accounting and/or finance. Must possess strong computer skills and the capability to problem solve and learn new processes. Job duties include but are not limited to the following; payroll, accounts payable, executive assistance, benefits administrator assistance, customer service and office related clerical work.

Application must be received no later than February 3, 2012. Resume with cover letter and references will also be accepted, if available.

Please submit application to:

Matt Boast
Co-Interim Manager
matt.boast@kittitaspud.com

or

Brian Vosburgh
Co-Interim Manager
brian.vosburgh@kittitaspud.com