City of Kelso Employment Opportunity

Accounting Manager

(Salary: $5,188 - $6,312 per month)
Full-time/FLSA Exempt/ Non-union Represented

EXCELLENT BENEFITS PACKGE

Application Deadline: July 15, 2016

The City of Kelso is seeking qualified, highly-motivated candidates for the position of Accounting Manager in our Finance department. Under general supervision of the Finance Director/City Clerk, oversees all payroll functions, accounts payable/receivable functions, and provides administrative support to other accounting functions within the department. This position is responsible for all aspects of municipal accounting for the City of Kelso. In absence of the Finance Director/City Clerk, this position will assume the full responsibility of the accounting functions in the Finance office. An extensive knowledge of the City's accounting system is necessary, and work must be accomplished with considerable independence and discretion. The Accounting Manager must demonstrate leadership skills in supervising subordinates. The position incumbent works in an office environment characterized by frequent deadlines and constant interruptions must be capable of working effectively with employees, department managers, and citizens. Must be able to manage multiple objectives and at times conflicting priorities. Movement within and without the office is essential. Punctual, regular and reliable attendance is essential for successful job performance.

Requires a Bachelor's Degree in Finance, or Accounting. A CPA Certification is preferred. Three (3) years minimum experience in Municipal Accounting. Municipal Governmental auditing experience may be substituted for Municipal Accounting experience. Must be able to demonstrate proficiency in Microsoft Word, Excel and office procedures, special program applications, and spreadsheet programs.

Candidates should be able to communicate effectively both orally and in writing, demonstrate general proficiency in the operation of office computer software, and gather and interpret data for professional reports.

Application packets and a complete job description can be obtained through Patty Murray at (360) 577-3347 or at the City's website: http://www.kelso.gov/departments-services/employment-opportunities.

Please submit a signed application, resume, and cover letter to Patty Murray, City of Kelso, P.O. Box 819, Kelso, WA 98626 or email to employment@kelso.gov by July 15, 2016.

Kelso is an Equal Opportunity Employer.