

# VALLEY VIEW SEWER DISTRICT

## Employment Opportunity

**POSITION:** Accounting Specialist  
**CLOSES:** November 18, 2022  
**SALARY:** Starts at \$5,529.00 to \$7,829.00

**JOB SUMMARY:** Performs all duties related to customer service including but not limited to utility billing, receipting, collections, special assessment billing, various other accounting duties, and general administrative and clerical duties as assigned.

**EXAMPLES OF JOB DUTIES:** Help Balance the General Ledger monthly, Data Input of Journal Entries, Customer Service, Answer multiple telephone lines and determine routing of calls, accept payment from customers, daily cash drawer reconciliation, prepare final bills for Utility Billing accounts and Special Assessment accounts, assist staff as needed: billing process, accounts Payable, Accounts Receivable, and daily deposit.

**WORK ENVIRONMENT:** Work is performed in the main office working with computers and phones. Will be first contact with customers, contractors, and city officials.

**MINIMUM QUALIFICATIONS, EDUCATION, LICENSING & OTHER REQUIREMENTS:**

- Knowledgeable in Word and Excel.
- High School Diploma/GED. College/vo-tech training in Accounting and/or minimum of 2 years' experience in Accounting is preferred.
- Valid Washington State Driver's License
- Adhere to District policies and procedures. Ability to work harmoniously with others.
- Flexibility in accepting work assignments and have good written, verbal, and customer service skills.

**Please print & complete an application from the website:**

**<http://www.valleyviewsewer.org/about-us/employment/>**

**Submit the application and resume to:**

**Valley View Sewer District**

**PO Box 69550, Seattle, WA 98168-9550**

**or email**

**[kathleenh@valleyviewsewer.org](mailto:kathleenh@valleyviewsewer.org)**