



9200 122nd Street East
Puyallup, WA 98373
253.798.7263

Pierce County Noxious Weed Control Board

Accountant 1 Open until filled

Job Overview

Salary Range: \$32.81, Hourly

Job Type: Regular Part-time

Job Class #: 2019001

Location: 9200 122nd Street E, Puyallup, WA 98373

Work Schedule: This position is based on a 24-hour workweek, 7:00 a.m. - 3:30 p.m., Tuesday-Thursday with a 6-month probation period.

Mission:

“The mission of the Pierce County Noxious Weed Control Board is to preserve and protect our county’s native ecosystems, citizens, agricultural resources, recreational areas and other valuable resources from the economic losses and adverse effects associated with the presence and spread of noxious weeds.”

PCNWCB Objectives:

1. Sustain and support the State noxious weed control laws as outlined in the RCW 17.10 and Chapter 16-750 WAC
2. Build, promote, and maintain a strong working relationship with various State/County/City agencies and private landowners

Accountant Objectives:

The Pierce County Noxious Weed Control Board Accountant must have experience in the field of accounting and investment. This position is responsible for performing work requiring the application of generally accepted accounting principles (GAAP) to a wide variety of difficult and moderately complex accounting problems in accordance with established principles, theories, concepts, and practices. The Accountant works under the direction of the Program Director and reports to him/her. This position must support and help ensure the director’s success by promoting and carrying out the PCNWCB goals and objectives. The Accountant’s job description may be added to or changed by the Program Director as needs arise.

Essential Responsibilities:

1. Keeps complete payroll records.
2. Prepares payroll, accounts receivable, accounts payable and all other financial and personnel accounts
3. Maintains personnel records, including attendance, Dept. of Retirement, Deferred Compensation, personnel benefit premiums, etc.
4. Prepares and submits government quarterly tax reports including Employment Security Dept., Labor and Industries, and Paid Family Medical Leave.

5. Maintains up-to-date ledgers on all accounts including operating funds, investment funds and petty cash.
6. Participates and advises in preparation of the annual budget with the Program Director.
7. Works with the PCNWCB's insurance company
8. Maintains a good working relationship with the Budget & Finance department, Risk Management, Dept. of Retirement, etc. to stay current on policy procedures and updates.
9. Keeps accurate records of operating agreements, current legislation, etc. as needed by the Board.
10. Attends seminars, classes and meetings to stay current with new legislation, payroll/taxes and software.
11. Prepare and submit S.A.O with approval from the Program Director.
12. Knowledge of the EAGL portal.
13. Prepares Resolutions, annual assessment documents and other accounting policies.
14. Prepares vouchers, requisitions and legal forms (Claim of liens, Release of lien, etc.).
15. Prepares and maintains detailed files for field inspectors and office staff.
16. Reviews field log sheets to extract hours worked and mileage for field inspectors.
17. Administers and records all cost-share applications and actual reimbursements.
18. Proficiently use a variety of software programs, including Microsoft Office Suite, and ArcGIS Mapping programs.
19. Knowledge of grant procedures.
20. Ability to function productively in unsupervised situations.
21. Conducting employee hiring paperwork as directed

Minimum Requirements to Apply:

Graduation from a four-year college or university with major course work in accounting or related field and one or more years of professional accounting experience. Additional qualifying experience may be substituted, on a month-to-month basis, for a maximum of two years of the educational requirement. Washington State Certification as a Certified Public Accountant may be substituted for the educational and experience requirements.

Special Requirements and/or Qualifications:

1. Maintain a Washington State Driver's License
2. Ability to successfully complete Pierce County background investigation.

Weed Board Staff are 'At Will' employees of the Pierce County Noxious Weed Control Board, and as 'At Will' employees of a partner agency, are categorized as an Outside Taxing District and are not considered a fully benefited Pierce County employee. Employees of the Pierce County Noxious Weed Control Board may be terminated with or without cause and with or without advance notice at any time.

Weed Board Employees work under the authority of the Program Director in carrying out the PCNWCB's mission statement, objectives, and requirements. The Program Director is directly accountable to the Board, the County Council, and the citizens of Pierce County for the fulfillment of the duties and responsibilities which are mandated by law.