

Job Interest Cards

Visit www.washcojobs.org and click on 'Explore open jobs and apply today'

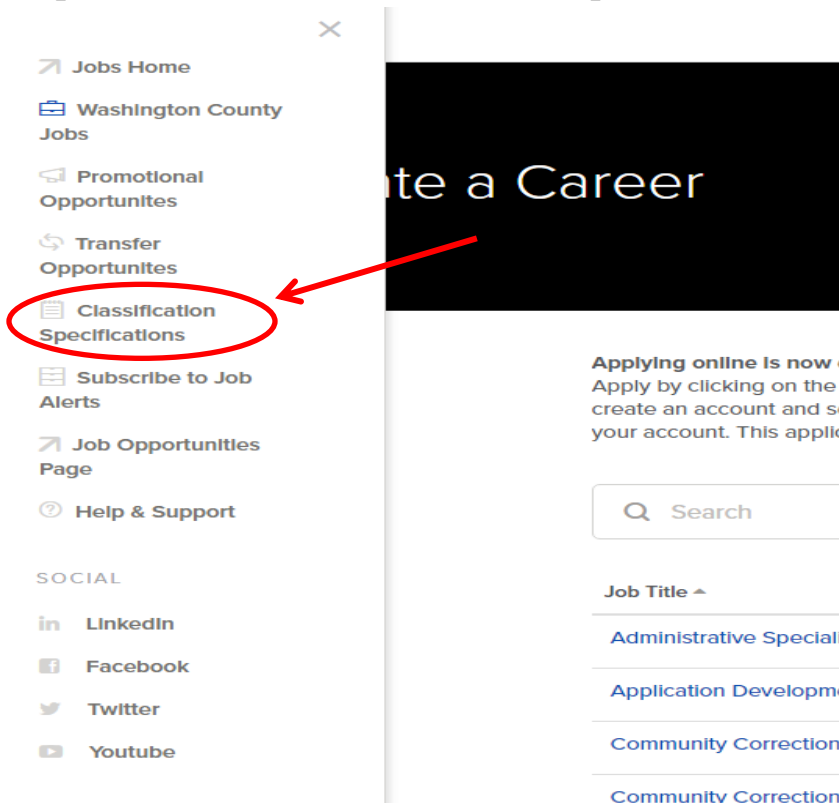
Step 1: Click on 'menu'



Applying online is now easier than ever!
Apply by clicking on the job title you are interested in and clicking on the "Apply" button. If this is your first time applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking the "Create Application" link within your account. This application can be saved and used to apply for more than one job opening!


Job Title ^	Job Type	Salary	Department	Closing
Administrative Specialist II	Full Time	\$19.32 - \$23.49 hr	All County	09/11/16
Application Development & Support Analyst	Full Time	\$6,586.12 - \$8,002.82 mon	Support Services	09/25/16

Step 2: Click on 'Classification Specifications'



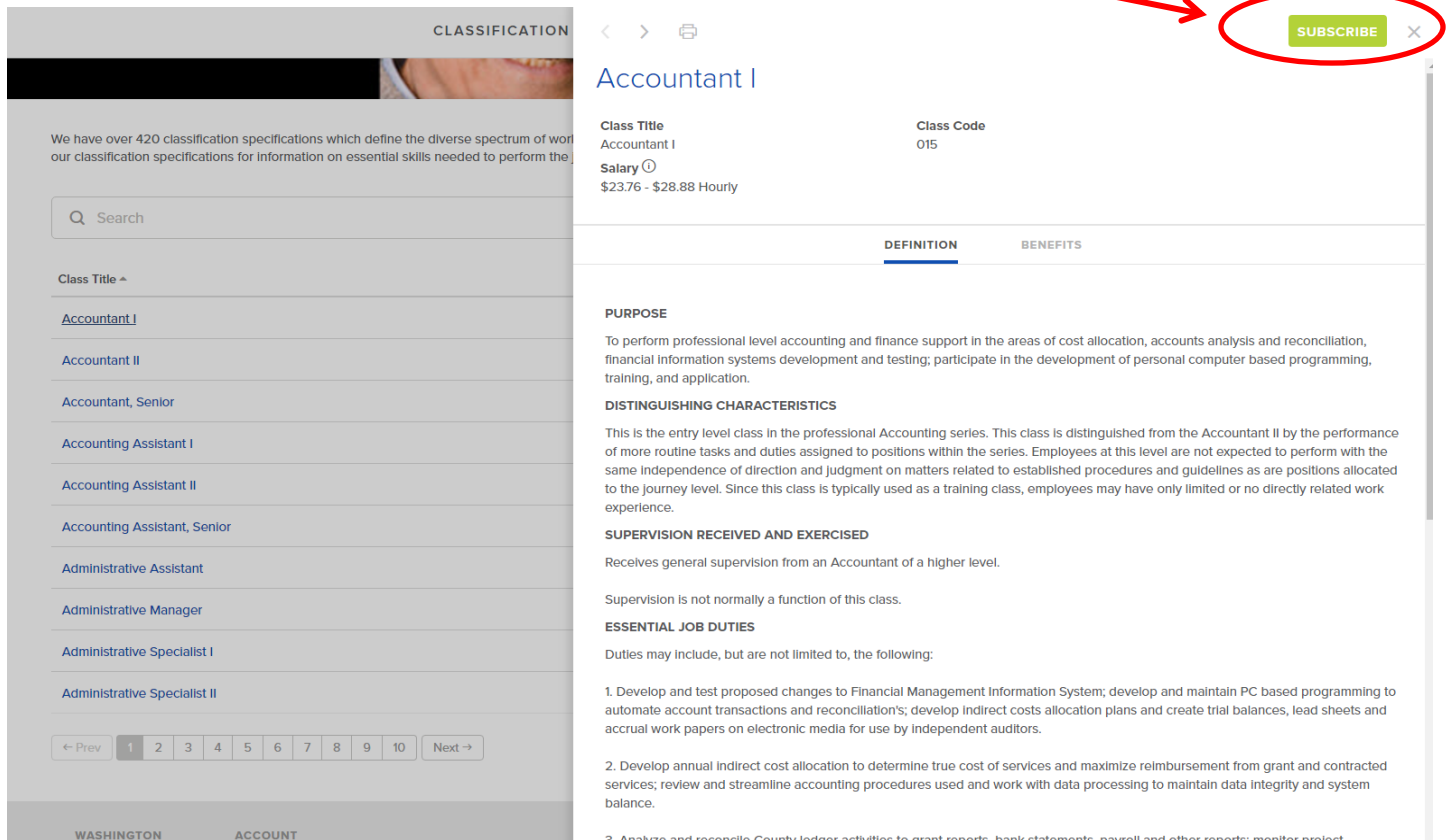
Step 3: Search job you are interested in

We have over 420 classification specifications which define the diverse spectrum of work (jobs) we do at Washington County as we serve our community each day. Search our classification specifications for information on essential skills needed to perform the job, minimum qualification requirements necessary for hiring, and other information.



Class Title ^	Min Monthly Salary	Max Monthly Salary
Accountant I	\$4,118.40	\$5,005.87
Accountant II	\$4,778.80	\$5,808.40
Accountant, Senior	\$5,274.53	\$6,409.87
Accounting Assistant I	\$3,033.33	\$3,686.80
Accounting Assistant II	\$3,518.67	\$4,276.13
Accounting Assistant, Senior	\$3,884.40	\$4,719.87
Administrative Assistant	\$3,924.27	\$4,768.40
Administrative Manager	\$7,270.42	\$8,833.60

Step 4: Click on 'subscribe'



Accountant I

Class Title
Accountant I

Class Code
015

Salary ⓘ
\$23.76 - \$28.88 Hourly

DEFINITION | **BENEFITS**

PURPOSE
To perform professional level accounting and finance support in the areas of cost allocation, accounts analysis and reconciliation, financial information systems development and testing; participate in the development of personal computer based programming, training, and application.

DISTINGUISHING CHARACTERISTICS
This is the entry level class in the professional Accounting series. This class is distinguished from the Accountant II by the performance of more routine tasks and duties assigned to positions within the series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from an Accountant of a higher level.

Supervision is not normally a function of this class.

ESSENTIAL JOB DUTIES
Duties may include, but are not limited to, the following:

1. Develop and test proposed changes to Financial Management Information System; develop and maintain PC based programming to automate account transactions and reconciliation's; develop indirect costs allocation plans and create trial balances, lead sheets and accrual work papers on electronic media for use by independent auditors.
2. Develop annual indirect cost allocation to determine true cost of services and maximize reimbursement from grant and contracted services; review and streamline accounting procedures used and work with data processing to maintain data integrity and system balance.
3. Analyze and reconcile County ledger activities to grant reports, bank statements, payroll and other reports; monitor project

Step 5 & 6: Fill out required information and click 'submit'

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Job Interest Cards ×

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First Name *

Last Name *

Street Address *

City *

Zip Code *

State *

Country *

Home Phone Number

Work Phone Number

Email Address *

