



# We're Hiring

## Accountant

This full-time position reports to the Accounting Manager of AP/AR and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver, WA 98668.

### **WHAT YOU WOULD DO:**

The person in this position is responsible to compile and maintain accurate accounts payable and receivable records. May be responsible for specific functions such as processing accounts payable invoices and payments, or billing functions to include review of daily billing exceptions, maintaining customer account billing information, and adjustment processing. This position will also be responsible to assure that work complies with audit requirements.

### **QUALIFICATIONS:**

Qualified applicants should have a Bachelor's Degree in Accounting or related field. Work experience in accounting preferred. Exhibited proficiency in Microsoft Office Suite required. Must possess a proactive approach, is a self-starter with proven problem solving skills and high attention to detail. Experience automating, streamlining and implementing new processes a plus.

Applicant must have outstanding interpersonal skills including a customer service focus and flexibility. Demonstrates team collaboration skills and has strong written and oral communications skills.

### **BENEFITS:**

Employees and dependents are eligible for medical, dental, vision, basic life insurance and disability insurance. Employees are enrolled in Washington State PERS and may enroll in deferred compensation plans. Employees will also receive eight hours of vacation leave and sick leave every month and twelve paid holidays throughout the calendar year.

### **SALARY:**

Clark Public Utilities' salary ranges are market based. With demonstrated full competency in the role and satisfactory performance, employees are generally positioned to reach midpoint of the established salary range over time, based on continued performance and development.

Accountant: \$62,442 – \$74,882 - \$87,322

### **HOW TO APPLY:**

Please send your resume with a cover letter via email to [jobs@clarkpud.com](mailto:jobs@clarkpud.com). Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

### **Equal Opportunity Employer**

*At Clark Public Utilities, we are committed to creating a respectful workplace where people from all backgrounds are valued for their skills and contributions.*

*We strive to ensure everyone feels welcome, supported, and empowered to do their best work while growing meaningful, lasting careers as part of our team.*