



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:

This position is part of the billing team and is responsible for compiling and maintaining accurate receivable records including customer billing, processing payments, meter orders and ensuring work complies with audit standards.

- Review daily billing exception accounts within the billing system and take investigative action to resolve billing issues. Release accounts that are determined acceptable.
- Review reports and account notes within the Customer Information System (CIS).
- Manually calculate, adjust and correct billing information as needed. Process customer account adjustments.
- Review meter orders for accurate and complete information and input to Customer Information System (CIS).
- Assist with special projects and process improvements assigned.
- Perform higher-level accounting duties as needed, based on business requirements.

QUALIFICATIONS:

Qualified applicants should have a Bachelor's Degree in Accounting or related field. Work experience in accounting is 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:

Employees are compensated within the established salary range. As skills, experience, and sustained performance grow, pay may progress within the range over time, with midpoint serving as a general reference point for employees who demonstrate full proficiency in the role.

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

HOW TO APPLY:

Please send your resume with a cover letter via email to 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.