



31627 1st Avenue South • P.O. Box 4249 • Federal Way, WA 98063-4249
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NOTICE OF EMPLOYMENT

<u>POSITION TITLE:</u>	Accounting Manager
<u>UNION:</u>	Non-represented
<u>RESPONSIBLE TO:</u>	Finance Director or designee
<u>POSTING DATES:</u>	Open 2/17/21 until filled (first review 3/5/21)

Lakehaven Water and Sewer District has an immediate opening for an Accounting Manager.

Accounting Manager

Salary Range: \$51.92 – \$68.12/hour

As the Lakehaven Accounting Manager, you will be part of a team that has been recognized by the National Association of Clean Water Agencies for its environmental stewardship and has been a long standing member of the American Water Works Association. Lakehaven has a service area population of over 135,000 people living across a 35 square mile area in south King County, making us the second largest special-purpose water and sewer district in the state. Our water system includes 450 miles of water mains, 25 active wells and 12 storage tanks, which allows us to meet a current annual average water demand of 10 million gallons per day (MGD) from the community. Lakehaven also has two wastewater treatment plants, 27 sewer lift stations, and 350 miles of sewer mains capable of collecting and treating up to 15.6 MGD. Our employees work hard to produce and treat high quality drinking water and to ensure treated wastewater adheres to EPA standards which safeguards the local ecological system of Puget Sound. If you want to work for an award-winning, innovative utility with competitive pay rates, career advancement and training opportunities, this is the right opportunity for you.

As the Accounting Manager, you will plan, coordinate and manage the activities of the Accounting Department, including General Ledger, Accounts Payable, Payroll, budget and CIP activity reports, year-end statements and schedules. Your routine duties include coordinating the activities of the Accounting Department with other units within the District where financial or accounting functions may occur, in order to maintain complete financial records of the District.

The qualified applicant will have:

- A B.A. or B.S. in business, accounting or a related field and is a CPA
- A *minimum* of 5 years comprehensive experience/knowledge of:
 - Governmental accounting principles
 - Financial reporting
 - General business
 - Washington State Budgeting, Accounting and Reporting System (BARS)
 - Proprietary fund accounting

Position placement and pay is dependent upon experience and qualifications. This is an FLSA exempt position. Visit our website at www.lakehaven.org for the position description, requirements, and application.

BENEFITS:

- ◆ State of Washington Department of Retirement Systems PERS Plans
- ◆ State of Washington Health Care Authority's Medical, Dental, Vision benefit programs
- ◆ HRA VEBA
- ◆ Paid Time Off
- ◆ Holiday Pay

Lakehaven Water and Sewer District is an Equal Opportunity Employer. Individuals interested in applying for this position must submit a completed Cover Letter, Resume, and District Application, no later than 4PM 3/5/21 to cpeters@lakehaven.org or by mail to Lakehaven Water and Sewer District, c/o HR, 31627 1st Avenue South, Federal Way, WA 98003. Incomplete application materials will not be accepted.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please enquire directly with the Human Resources Manager.