

Accounting Assistant Southwest Suburban Sewer District

Southwest Suburban Sewer District has an opening for a fulltime Accounting Assistant and is currently accepting applications.

Position: Accounting Assistant

Union: American Federation of State, County and Municipal Employees (AFSCME)

Reports to: District Administration and Finance Supervisor

Posting Date: February 28th, 2024 – Open until filled.

Salary: \$6,466 - \$8,585/mo./month (DOQ)

Established in 1945, Southwest Suburban Sewer District is a Special Purpose District that provides sewer service and wastewater treatment for approximately 66,000 residents of Burien, Normandy Park, White Center and parts of Des Moines and SeaTac. The District maintains and operates two secondary wastewater treatment plants, eleven lift stations, approximately 300 miles of sewer collection lines and over 2,000 sewer manholes.

The position reports directly to the Admin and Finance Supervisor. Performs a variety of accounting and clerical duties in support of the Finance Department and Inspection Department including but not limited to customer service, record keeping, issue various permits, provide sewer information including maps, white cards, as-build permits and hand out flyers and produce accounting reports/records. This position is backup for payroll and accounts payable.

ADDITIONAL BENEFITS

- 12 paid holidays per year.
- Sick leave accrual of 8 hours per month.
- Up to 248 hours of vacation per year depending on years of service.
- Longevity pay. Up to an additional 4% depending on years of service.
- Optional 4-10's, or 9/80's shift.
- State of Washington Department of Retirement Systems PERS Plans.
- 100% paid employee & family State of Washington Health Care Authority's Medical, Dental, and Vision Benefits Program.
- HRA-VEBA account with an additional \$100.00/month - employer contribution.
- Up to \$4,000.00/year education reimbursement.
- Employer paid life insurance.
- (Optional) Deferred compensation.

- Plus, much more...

Does this sound like the job for you? Visit our website at www.SWSSD.com for a complete job description and detailed requirements.

Southwest Suburban Sewer District is an Equal Opportunity Employer. All interested candidates must submit (mail/deliver) a completed application, resume' and cover letter to the Accounting & Administrative Supervisor, Mesfin Mekonnen at the District Office – 17840 Des Moines Memorial Drive South, Burien, WA 98148.

This position will be open until filled.