KOOTENAI COUNTY
invites applications for the position of:

Accounting - Payroll Technician AUD

DEPARTMENT: Clerk - Auditor's Office

SALARY: $19.04 - $22.16 Hourly

OPENING DATE: 03/13/20

CLOSING DATE: 03/27/20 05:00 PM

SUMMARY:

ACCOUNTING / PAYROLL TECHNICIAN – AUDITOR’S OFFICE

THIS POSITION performs duties directly related to the payroll accounting function for the County including auditing journal entries for accuracy and correction as required to monitor, maintain and disburse County funds for salaries, taxes and benefits. The position performs these duties in the Auditor's Department as assigned by the Accounting Manager.

- $19.04 to $22.16 per hour depending on experience
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting,
  11.94% employer contribution, and a lifetime payout upon retirement
- Excellent and comprehensive benefits package. For example, employee-only medical/dental/vision premium of only $55.33 per month (nicotine free rate). View our entire benefits package.
- Public Student Loan Forgiveness Program

View the full job description.

DO YOU QUALIFY?

- Do you have an Associate's degree or Applied Associated Degree or certification from a two-year college or professional/technical school or program in Bookkeeping/Accounting?
- Do you have a minimum of two years related experience and or training?
- A Certified Payroll Professional certificate is desired but not required.
- Do you have experience with accounting system software?
- Do you possess or have the ability to obtain a valid driver’s license and be insurable?

YOU MAY BE THE RIGHT CANDIDATE IF:
• You have the ability to maintain confidentiality in payroll and personnel issues
• Do you have excellent oral and written communication skills?
• You have payroll experience
• You can accurately enter data and produce accurate report

Human Resources (208) 446-1640
kchr@kcgov.us

OUR LOCATION: Located in beautiful northern Idaho, and home to approximately 150,000 residents, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes--an outdoor enthusiast's dream. The largest city and county seat is located in Coeur d'Alene and is on the majestic shores of Lake Coeur d'Alene. With a low crime rate and cost of living that is below the national average and significantly less than in larger cities, it is an ideal place to call home. Click here to learn more about living in Kootenai County.

TO APPLY: Apply online https://www.kcgov.us/356/Employment-Opportunities. Attach cover letter, resume, letters of reference and copies of certifications to online application. Must successfully pass the County’s pre-employment and subsequent drug tests. Candidates must successfully pass a background check.

EOE/Vets Preference/Drug Free Workplace

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.kcgov.us/departments/personnel/jobs/

451 N Government Way
PO Box 9000
Coeur d'Alene, ID 83816
(208) 446-1640
kchr@kcgov.us

Accounting - Payroll Technician AUD Supplemental Questionnaire

* 1. For this application, we are requesting a cover letter, resume, letters of reference and any certifications that apply to this position. Please verify that you have attached a cover letter, resume, letters of reference and copies of certifications prior to submitting this application.
   ☑ Yes   ☐ No

* 2. If you are a veteran, did you attach a copy of your DD214?
   ☑ Yes   ☐ No

* Required Question