



**KOOTENAI COUNTY**  
invites applications for the position of:

## **Accounting Payroll Tech Part-Time Temporary**

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**DEPARTMENT:** Clerk - Auditor's Office  
**SALARY:** \$21.92 - \$22.17 Hourly  
**OPENING DATE:** 04/09/21  
**CLOSING DATE:** 04/25/21 05:00 PM  
**SUMMARY:**

**ACCOUNTING/PAYROLL TECHNICIAN – PART-TIME TEMPORARY  
AUDITOR'S OFFICE**

**Auditor's Department**



**APPLY ONLINE AT <https://www.kcgov.us/356/Employment-Opportunities>  
ATTACH COVER LETTER AND RESUME  
POSTING CLOSING APRIL 25, 2021**

**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.

- \$21.92 to \$22.17 per hour depending on experience
- Temporary – May through December
- Part-Time 19.5 hours per week
- Schedule: Monday through Wednesday 8am to 1pm / Thursday 8am to 12:30pm
- No benefits
- Employee Assistance Program
- [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 reports

**Human Resources (208)446-1640**

[kchr@kcgov.us](mailto:kchr@kcgov.us)

**OUR LOCATION:** Located in beautiful northern Idaho, and home to approximately 165,000 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 and resume 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

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

Position #2021-00055  
 ACCOUNTING PAYROLL TECH PART-TIME TEMPORARY  
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451 N Government Way  
 PO Box 9000  
 Coeur d'Alene, ID 83816  
 (208) 446-1640

[kchr@kcgov.us](mailto:kchr@kcgov.us)

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**Accounting Payroll Tech Part-Time Temporary Supplemental Questionnaire**

- \* 1. For this application we require a cover letter as well as resume. Please verify that you have attached a cover letter and resume 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