

**JOB ANNOUNCEMENT**  
EAST COUNTY FIRE & RESCUE  
600 NE 267<sup>th</sup> Avenue  
Camas, WA 98607

**Job Title:** Accounting Assistant I

**Position:** This is a full-time position. The position will have a variety of duties that may be found in the East County Fire & Rescue Accounting Assistant I Job Description. This position is represented by the Office & Professional Employees International Union, Local 11 with an initiation fee and membership dues deducted from employee pay.

**Selection Process:** Applicants must submit a completed employment application and resume to be considered for the position. The contents of their application and resume will be evaluated. Top candidates will be contacted for interviews.

**Minimum Qualifications:**

- High school diploma or GED
- Valid driver's license
- Legal right to be employed in the U.S.
- Proficient in the use of Microsoft Office including Outlook, Excel, Word and Power Point

**Preferred Qualifications:**

- Three or more years of experience in similar position.
- Proficient in the use of accounting software, preferably Springbrook Express.
- Knowledge of Washington State B.A.R.S. for Cities, Counties and other Local Governments.
- Ability to learn quickly and take on additional responsibilities as needed
- Effective communication skills both written and verbal
- Detail oriented
- Customer service skills
- Strong organizational skills

**Starting Wage:** \$17.19 per hour

**Pay Range:** \$17.19 to \$23.79 per hour

**How To Apply:** Mail or deliver application and resume to:  
East County Fire & Rescue  
600 NE 267 Ave.  
Camas, WA 98607

You may access an [application](#) and [job description](#) on our website.

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

**Benefits:**

- Medical/Dental/Vision Insurance
- Employee Assistance Program (EAP)
- Vacation
- Paid Sick Leave
- Deferred Compensation (457 Plan)
- Retirement through Washington State Department of Retirement Systems is required\*\*
- VEBA Account
- Ten (10) Paid Holidays; plus two (2) Floating Holiday's
- Supplemental Life Insurance
- Long-Term Disability

**Application Period:** Open until filled.

**Covid-19:** Successful candidates will be required to provide proof of Covid-19 vaccination.

**NOTE:** All Public Sector employees must participate in the Washington State Public Employees Retirement System (PERS) with employee contributions beginning the first day of work. Current contribution rates are five percent (5%) to six point three six percent (6.36%) of gross pay, depending on the plan choice.

For additional information, check out the Department of Retirement Systems web site here: <http://www.drs.wa.gov/>

**EQUAL OPPORTUNITY EMPLOYER**

East County Fire & Rescue is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.



If you are in need of ADA/Section 504 assistance for accommodations, please contact East County Fire & Rescue at (360) 834-4908 and we will assist you.

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