

EMPLOYMENT OPPORTUNITY

Administrative/Accounting Technician

Water and Sewer Risk Management Pool

1750 112th Ave NE, B215

Bellevue, WA 98004

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The Water and Sewer Risk Management Pool has an opening for a part-time (20-24 hours per week) Administrative/Accounting Technician position available immediately. The successful candidate will be expected to work a regular part-time schedule at the WSRMP Bellevue office. This is not a work-at-home opportunity.

About the Water and Sewer Risk Management Pool

The Water and Sewer Risk Management Pool (WSRMP) was created in 1987 in response to the hard commercial insurance market of the early 1980's that left many public entities without sufficient or affordable insurance. WSRMP is a public agency which relies solely on its 65 member special purpose districts for financial support. WSRMP has assets in excess of \$2.5 million while still providing comprehensive, long-term, stable insurance protection to its members, including: Property Insurance, General Liability Insurance, Excess Liability Insurance, Business Automobile Insurance, Public Officials Liability Insurance, and Crime Coverage. WSRMP also provides risk management and loss control services to its members. WSRMP employs a staff of 3.5 FTE employees under the direction of the Executive Director.

About the Position

This part-time position will prepare and receive reports and vouchers for payment in an automated system (AP/AR); coordinate employee benefit payments and deductions for retirement, healthcare and related programs, prepare payroll for processing by a service provider, check for validity of all invoices; answer vendor, member, and internal inquiries; prepare financial reports; reconcile petty cash; track vacation and sick leave; assist in annual budgeting process; and other duties as assigned. Must be able to attend monthly Executive Committee meetings which are held the third Friday of each month.

Required Qualifications and Experience

- 2+ years of general accounting experience
- Proficient QuickBooksPro user
- Proficiency in generating customized QuickBooks reports
- Proficiency with MS Word, Excel, Outlook and MS Office applications
- Experience working with Charts of Accounts.
- Experience preparing and organizing financial documentation for Audits
- Ability to calculate figures such as interest and premiums
- Excellent data entry skills
- Understanding of financial transactions and how these transactions effect financial reporting
- Coordination of employee benefit bookkeeping function
- Tracking payroll function
- Ability to draft brief business correspondence

Desirable Qualifications

- Ability to prepare and maintain a variety of files and records
- 10-key by touch
- Experience working with public entities
- Ability to deal tactfully and courteously with Pool members, the public and other staff while providing assistance and help
- Some vocational-technical or community college accounting courses

Salary and Benefits

The wage range for this part-time position is \$20-23 per hour. New employees start at a rate commensurate with experience. WSRMP offers a benefit package including: up to 12 paid holidays (if the day falls on a standard work day), and Washington Public Employees (PERS) retirement. WSRMP employees do not pay into Social Security. In lieu of Social Security, employees participate in the Money Purchase Plan and Trust. Under the Money Purchase Plan and Trust, the employees contribute 6.2% of their salary to a tax deferred group investment plan, and the Pool matches that contribution. *Health and dental benefits are not being offered at this time. Sick/vacation time may accrue after 1000 hours of service in a given calendar year.*

Application Procedure

Interested persons must submit a resume, a cover letter and a completed job application to the Administrative Assistant (Brian Rivera) at the Water and Sewer Risk Management Pool as soon as practical. Resumes without a cover letter and completed application will not be considered. The position is open until filled. To obtain a job application, please visit our website at <http://www.wsrmp.org/> or, if you have additional questions about the position please e-mail Brian Rivera at: BrianR@wsrmp.org.

WSRMP is an Equal Employment Opportunity Employer