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Employment Opportunity: Payroll Accountant

The Alderwood Water & Wastewater District (AWWD) is accepting applications to fill a Payroll Accountant vacancy within the Finance Department. The successful candidate will perform a wide array of accounting activities requiring an understanding of accounting operations and procedures. This individual will also perform various payroll related functions including processing payroll, posting payroll entries, processing and reconciling benefit payments and reports, manage time and attendance in ADP, as well as other accounting functions as they relate to the daily operations of the Finance Department.

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job is required for this position. A typical way to obtain the knowledge and abilities would be five years of accounting experience including at least two years experience processing payroll and an Associate's degree in accounting or related field.

The hourly rate for this position is **\$27.54 - \$36.91 per hour, dependent upon experience and qualifications.**

All application materials including a cover letter and resume must be received by Monday, April 30th at 5:00 PM to be considered during the first review of applicants. Please visit www.awwd.com/jobs to apply online. Interviews for this position will be held on Friday May 11th. This position will remain open until filled.

For questions or other information please contact **HR Manager Heather Beckford at (425) 741-7933.** Prior to employment, a criminal history background check and reference checks will be conducted on the top candidates. The District is an Equal Opportunity Employer and maintains policies for a drug-free and smoke-free work environment.

Why Alderwood Water & Wastewater District?

WATER FOR LIFE, [FOREVER](#)

The Alderwood Water & Wastewater District's (AWWD) mission is to **provide clean, reliable water and wastewater services for a healthy community.** As an organization we strive to build and maintain a system that will function for the next 100 years and beyond. We protect the natural environment, conserve water resources, and provide critical services, every day. Spanning over 45-square miles in south Snohomish County, the District is the largest special purpose water/wastewater District in the State of Washington.

The District recently adopted a new five year strategic plan that outlines the following strategies: **serve you today, plan for tomorrow, protect our water supply, manage our information and our physical assets, and build a learning organization.**

The District offers a competitive and comprehensive benefits package that includes medical, dental, group term life insurance, short term and long term disability coverage, State of Washington PERS 401(a) retirement plan participation, a deferred compensation match program, a commute reduction incentive, and a wellness incentive.