



615 Sheridan Street
Port Townsend, WA 98368
www.JeffersonCountyPublicHealth.org

PUBLIC JOB ANNOUNCEMENT

DATE: Monday, January 30, 2017

APPLICATIONS ACCEPTED UNTIL: Tuesday, February 21, 2017 at 5pm

CONTACT VERONICA SHAW FOR MORE INFORMATION

Financial Operations Coordinator - Jefferson County Public Health

Persons in this position performs reconciliations, AP, various specialized billing and bookkeeping activities, maintains fiscal records and develops reports. Analyzes expense and revenue reports, monitors data in conjunction with contract performance and compliance, and client payments.

Salary range \$19.42-\$20.41/hour, Grade 27, a UFCW position, DOE. 22 hours/wk. Position includes full medical and dental benefits.

High school diploma or general education degree; and four (4) years of progressively responsible experience with data entry, spreadsheets, accounts receivable and payable, accounting records and bookkeeping; and experience and/or training in accounting, bookkeeping, record keeping; or advanced computer software applications; and two (2) years as a Financial Specialist in the Department; or equivalent combination of education and experience.

To apply for this position return a Jefferson County Employment Application, resume and letter of interest to the address above, or email these items to jeffbocc@co.jefferson.wa.us. This position closes Tuesday, February 21, 2017 at 5pm.

Contact the Jefferson County Commissioners Office at or email jeffbocc@co.jefferson.wa.us for complete job description and application or go to www.co.jefferson.wa.us. ADA/EOE