



Join our Team

Providing safe, clean water to South King County residents since 1946

About Highline Water District

Our mission is to provide high quality water and excellent customer service while effectively managing District infrastructure for a reliable water system today and for future generations.

Highline Water District is a strong and successful utility with a focus on meeting the needs of our customers and maintaining strong city partnerships.

Highline Water District was incorporated in 1946. We currently serve 70,000 people living and working in South King County—including portions of the cities of Burien, Des Moines, Federal Way, Kent, Normandy Park, SeaTac, and Tukwila, as well as areas in unincorporated King County—encompassing roughly 18 square miles and 18,750 water meters. Approximately two thirds of our water is supplied by Seattle Public Utilities, the remaining third comes from four District-owned groundwater wells with three treatment facilities. The District has 31 employees and an elected five-member Board of Commissioners with a 2024 operating budget of \$16 million dollars.

Why Work for Highline?

Highline Water District offers an outstanding career with excellent benefits, amidst a positive, supportive workplace. We value our employees as individuals, we emphasize positive team philosophy, and support our staff with ongoing education, employee assistance programs, proper tools and technology, and a safe working environment.

Compensation and Benefits

- Washington State PERS Retirement Plan
- Paid vacation (varies on years of service), sick leave (12 days/year), and a sick leave buyback program
- 13 paid holidays (including floating birthday holiday)
- Employer paid PEBB medical, dental, and vision insurance (full family) (or equivalent VEBA contribution if opting out of healthcare)
- 457 deferred compensation program
- Employee assistance program
- Training programs
- Employer paid basic life and LTD Insurance

The Position

**Accounting Specialist - Accounts Payable
in the Administrative Services Department**

\$30.94 to \$40.20 per hour DOQ

The person in this position would be responsible for processing invoices, and ensuring bills are posted accurately and on time. They are also expected to provide exceptional service to both internal and external customers.

Essential Duties and Responsibilities

- Receives invoices, reconcile back-up and enter into system for processing
- Accurately prepares and maintains financial information and documentation
- Verify cashier's receipts
- Prepare daily bank deposits
- Incorporates fixed assets to the system, tracks depreciation and performs applicable audits
- Tracks and maintains asset inventory
- Prepare 1099's
- Provide back-up support A/R, and Customer Service as needed

Required Experience

- AA degree in Accounting/Business or 2+ years related experience and/or training; or equivalent combination of education and experience.
- Excellent organizational skills and high attention to detail.
- Competent in MS Office Suite, Excel proficiency a plus

How to Apply

Candidates are encouraged to apply by November **15th, 2024** (first review, positions open until filled). Application form, detailed job description, and benefits information can be found on the District's website at <https://www.highlinewater.org/about-us/employment.aspx>. Submit Application, Resume, and Cover Letter to:

hr@highlinewater.org

or via US mail to:

Highline Water District, Attn: Human Resources
23828 30th Ave South, Kent, WA 98032

No phone calls please.

Highline Water District is an Equal Opportunity Employer