



**BEACON HILL
WATER AND SEWER DISTRICT**

Washington

ACCOUNTING CLERK

\$45,915 - \$68,872

Plus Excellent Benefits

Apply by
June 21, 2021
(open until filled)

***P*ROTHMAN**



THE REGION



Headquartered between Portland, Oregon and Seattle, Washington on the I-5 corridor, Beacon Hill Water and Sewer District is located in Cowlitz County, Washington, which is the 13th largest

out of the 40 counties in the state and is home to approximately 108,950 residents. The county covers 1,166 square miles within Washington’s southwestern region, and offers residents a comfortable, small-city lifestyle while having access to big-city recreational and cultural opportunities. Within an hour’s drive of the Pacific Coast and home to some of the most prominent mountains in the Cascade Range, residents can enjoy a wide variety of outdoor activities year-round including kayaking, boating, water sports, and swimming, as well as golfing, hiking, camping, hunting, snowmobiling, and cross-country skiing. Only an hour drive south, the City of Portland offers an international airport, chain and boutique hotels, exceptional food options, and plenty of shopping.

The City of Kelso, the Cowlitz County seat, offers a number of attractions, including the Three Rivers Mall, lodging, dining, and the Three Rivers Golf Course, which is the only 18-hole golf course constructed on volcanic ash from Mount St. Helens. The Mount St. Helens Volcano and Information Center, located at the Kelso Chamber of Commerce, provides visitors with many displays, and exhibits of the mountain for their enjoyment.

The County’s largest city, Longview, has a population of approximately 38,100 and has a small-town atmosphere that is very appealing to residents and visitors alike, offering a safe, comfortable and inviting gathering place with shopping, restaurants, theatre, galleries and beautiful streetscapes. Longview is the major retail center in Cowlitz County and for the cities of St. Helens, Rainier, and Clatskanie, Oregon along the Highway 30 corridor bordering the Columbia River.

To the south, the City of Kalama is famous for its Chinook, steelhead, and sturgeon fishing. Along the eastern border of the County lies Mount St. Helens which famously erupted in 1980. Today, Mount St. Helens offers unmatched views, camping and hiking opportunities of all difficulties.

THE ORGANIZATION

Beacon Hill Water and Sewer District (BHWSD) is a special purpose water/sewer service provider in rural Cowlitz County. The District covers an area of approximately five (5) square miles adjacent to the cities of Longview and Kelso. BHWSD provides water to approximately 4,000 connections and collects sewer from about 3,000 of those connections, serving a population of approximately 10,000. The District does all maintenance, water quality testing and new service or repair requests. Water is supplied by the City of Longview Water Treatment Plant, of which BHWSD is a partial owner.

BHWSD also operates and maintains the sanitary sewer collection system. Secondary treatment is performed at a regional facility operated by the Three Rivers Regional Wastewater Authority comprised of representatives from the cities of Longview and Kelso, Cowlitz County and the Beacon Hill Water and Sewer District.

A three-member Board of Commissioners elected for six-year terms governs the District, which sets the general policies for operation. The day-to-day function of the District is administered by the General Manager, who is appointed by the Board. The District operates on a 2021 budget of \$4,455,168 for operations and maintenance, and has a 2021 capital budget of \$2,657,745 which varies year to year. BHWSD has ten FTEs which includes a six-man field crew and four office staff, most of which are cross-trained to cover any absences.



THE POSITION

Under the general direction of the General Manager, the Accounting Clerk performs a variety of duties including, but not limited to taking payments at the front counter, addressing customer billing inquiries, scheduling and tracking payment arrangements, preparing files for meter readers, preparing customer billings and late notices, and posting daily and imported payments.

To view the full job description and the full list of position responsibilities, please view the attachment found [here](#).

CHALLENGES & OPPORTUNITIES

Stability: BHWSO is a financially stable agency, and annual layoffs are very uncommon.

Growth: BHWSO affords all staff members varying opportunities for personal growth. There is always an opportunity to cross train, learn new tasks and become more proficient in your position.

Management: The BHWSO Board of Commissioners and General Manager oversee and care about the staff and ensure that staff opinions are valued.

IDEAL CANDIDATE PROFILE

Education & Experience:

A high school graduate or GED equivalent is required. The ideal candidate will have two (2) years of experience in a water/wastewater utility and have an accounting background. The selected candidate must be able to communicate effectively verbally and in writing, have or be able to obtain a First Aid\CPR certificate within six (6) months of date of hire, and have a valid Washington State Driver’s License by time of hire.



A Physical Examination, Completion of L&I History form, Pre-employment Drug Screen and a criminal background check will be required of Final Candidate.

COMPENSATION & BENEFITS

- **\$45,915 - \$68,872 DOQ**
- Medical, Dental & Vision Insurance
- Life Insurance
- Disability Insurance
- HRA VEBA Plan
- 9 Paid Holidays & 4 Floating Holidays
- Paid Vacation and Sick Leave
- Washington PERS Retirement Plan
- 457b Deferred Compensation Available

Please visit:
www.bhwsd.org
www.visitmtshelens.com



BEACON HILL
 WATER AND SEWER DISTRICT

Beacon Hill Water and Sewer District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 21, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "Beacon Hill Water and Sewer District, WA – Accounting Clerk", and click "Apply Now", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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