

About Silver Lake Water & Sewer District

Silver Lake Water & Sewer District (SLWSD)'s mission is to provide high quality, safe and reliable water and wastewater services, while practicing good stewardship of natural and financial resources.

Incorporated in 1934, Silver Lake Water & Sewer District is a municipal corporation authorized under RCW 57. The District provides utility services to approximately 55,000 people in portions of the Cities of Everett and Mill Creek, and unincorporated Snohomish County. We are governed by an elected three-person Board of Commissioners.

Why Work for Silver Lake?

We offer outstanding careers amidst a positive, supportive workplace with a great work/life balance and excellent benefits:

- \$2,600 per month for Medical, Dental, Vision coverage, with 75% of any remainder deposited to a Health Retirement Account (HRA)
- State retirement plan (Washington PERS)
- Vacation and generous paid leave program
- Thirteen annual Federal and State holidays
- Long term disability and life insurance
- Deferred compensation program + employer match
- Alternative and Hybrid work schedules available

Silver Lake Water & Sewer District is an Equal Opportunity Employer. We are also a drug, alcohol, and tobacco-nicotine free work environment.

How To Apply

The Application Form, full Job Description, and Job Brochure can be obtained by going online at slwsd.com/employment. No faxed applications allowed.

First review of applications begins on April 19, 2024.

Position:

Payroll / Accounts Payable Coordinator

\$77,980 – \$114,678 annual salary, based on qualifications

This position requires a dedicated financial professional looking for the opportunity to provide excellent payroll, accounts payable, accounts receivable invoicing, general ledger account reconciliation and posting, and customer service to the District. The position reports directly to the Finance Manager and works closely with other managers and employees. Duties include but are not limited to:

- Receives, reviews, reconciles, and processes District invoices, new vendor accounts including W-9s, and staff timecards, leave sheets, benefit deductions and payments, and related transactions, and ensures all time reporting is reviewed, approved, and in compliance with Federal, State, and District regulations and policies.
- Balances, reviews, and reconciles check issue registers, and general ledger accounts associated with payroll and check issues, including research, correction, and reporting.
- Maintains, receives, inputs, reviews, and reconciles internal payroll reports, Federal and State payroll reports, credit card statements, benefit provider payments, and assists in the transfer of funds and the Positive Pay report.
- Schedules and ensures the timely payment of bond and loan payments to fiscal agents or the State of Washington.
- Assists the Finance Manager with the CPA, State Auditor, preparation of the Annual Financial Report, and ensuring timely transfer of funds.
- Communicates changes in payroll, benefits, and open enrollment information to District employees.
- Provides customer service as required including telephones, payments, mail processing, and bank deposits.

Qualifications and Abilities:

Three years of accounting experience, including accounts payable, payroll, and general ledger entry, with a preference for experience in governmental or proprietary fund accounting, and an understanding of utility accounting practices; or an Associate's Degree in Business or Accounting with a preference for a BA/BS in Accounting or Finance.