



POST FALLS HIGHWAY DISTRICT DISTRICT TREASURER

HIGHWAY DISTRICT TREASURER: Full-time position. Seeking candidates with a strong understanding of full charge bookkeeping and financial accounting. Primary responsibilities include General Ledger, AP, AR, bi-monthly payroll, liabilities, electronic payment tracking, reconciliation reports, monthly/quarterly/annual reports, permit and plat applications with follow up of payments and tracking; operations of standard office equipment, a wide variety of administrative support, create or run reports from different software, and research. Will include budget preparedness and financial reports for the Board. Must be prompt, self-motivated, accurate, and have superb organizational skills and has the ability to work well and communicate with others. Helpful is knowledge of legal descriptions, budgets, and maps. High school diploma or GED minimum; associate or bachelor's degree desirable with a minimum three years office experience in accounting/bookkeeping field. Wage is \$22-\$26; 40-hrs per week, 4 or 5 days per week depending on time of year and full benefits. Job description can be obtained at www.postfallshd.com; the District office at 5629 E Seltice Way, Post Falls Idaho, by emailing shirley@postfallshd.com, or by calling 208-765-3717. **Submit cover letter, application and resume on or before SEPTEMBER 22, 2020, 4:30 PM.** PFHD is compliant with Title VI and the Americans with Disabilities Act and is non-discriminatory.