

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, operations of standard office equipment, a wide variety of administrative support, create or run reports from different software, and research. Will include assisting with annual budgeting and audit preparation. Must be prompt, self-motivated, accurate and have superb organization skills and has the ability to work well and communicate with others. High school diploma or GED minimum; associate or bachelor's degree and governmental accounting experience is desirable with a minimum three (3) years office experience in accounting/bookkeeping filed. Wage is DOE; 40-hours per week, Monday through Thursday. Job description can be obtained at the District office at 11341 N. Ramsey Road, Hayden, Idaho or by emailing bonny@lakeshwy.com or calling 208-772-7527. Please submit references. Open until filled. Lakes Highway District is compliant with Title VI and the Americans with Disabilities Act and is non-discriminatory.