



# OPPORTUNITY NOTICE

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<b><u>POSITION:</u></b>	<b>District Auditor</b>
<b><u>HEADQUARTERS:</u></b>	<b>Port Angeles</b>
<b><u>STATUS:</u></b>	<b>Regular, Full-time, Exempt Staff Position</b>
<b><u>WORK WEEK:</u></b>	<b>Monday through Friday</b>
<b><u>SUPERVISOR:</u></b>	<b>Board of Commissioners</b>
<b><u>SALARY:</u></b>	<b>DOE</b>
<b><u>CLOSE DATE:</u></b>	<b>Open until filled (1<sup>st</sup> review – March 31, 2010)</b>

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**POSITION OBJECTIVE:** Certify vouchers and issue warrants for disbursement of funds by the District Treasurer/Controller upon approval by the Board of Commissioners. Plan and perform audits of the District's accounting, financial and operations, test internal controls and provide written reports with findings and recommendations to the General Manager and/or Board of Commissioners, as circumstances warrant.

**REQUIREMENTS:** The District expects all employees to provide high quality and reliable service to its customers. To accomplish this, a high standard of professionalism, a positive attitude, cooperation and team effort between individual employees, as well as among all departments, is required. The attached job description details the job functions, skills, knowledge, abilities, experience, training, working conditions and other requirements to fulfill this position. To be considered a candidate for this position, applicants must meet the requirements contained in the job description.

**SELECTION PROCESS:** External applicants must complete and submit an employment application. Current employees and external applicants must submit a cover letter, resume and a minimum of three professional references.

Candidates' abilities and qualifications will be evaluated using a cognitive test; work history; credit, criminal and background check, employment references and recommendations; education, certifications and training courses completed; and an interview to determine skills and abilities needed to fulfill the requirements of this position.

Based upon these evaluations, District Management will make the selection.

**POSITION CLOSING DATE:** Applications will be accepted until the position is filled (1<sup>st</sup> review – March 31, 2010). If you have questions regarding this notice, the requirements, and/or the selection process, please contact the General Manager's office, Post Office Box 1090, Port Angeles, WA 98362, email [nicollec@clallampud.net](mailto:nicollec@clallampud.net), telephone 360-565-3231.