



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: **Treasurer**

Position: **Investment and Banking Officer or Banking Officer**

Who may apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 130: \$7,989-\$10,739/mo.(DOQ)**

Grade 127: \$6,868-\$9,260/mo. (DOQ)

Posting Opens: **February 25, 2025**

Closing Date: **Open Until Filled**

First Review: **March 17, 2025**

DEPARTMENT/ OFFICE

Lewis County Treasurer's Office is seeking qualified applicants for an Investment and Banking Officer. The Treasurer's Office will consider applicants who meet the Banking Officer minimum qualifications to enter into a 12-month training plan to become the Investment and Banking Officer.

POSITION SUMMARY

This is a non-represented position in the Treasurer's Office located at 351 NW North Street, Chehalis, WA, 98532.

Under long-range administrative direction and limited supervision, serves as the **Investment and Banking Officer** of the Lewis County Treasurer. Plans, directs and oversees investment activity and cash management for the Treasurer's investment operations.

Under general supervision, the **Banking Officer** plans, directs and oversees cash management for the Treasurer's office. Upon hire, the candidate begins a training plan where the supervisor will provide continuing assignments and specific instructions designed to teach the candidate investment banking in order to manage the County's cash assets under long-range administrative direction and limited supervision.

HOW TO APPLY

To view application materials and job descriptions and to apply online, go to <https://jobs.lewiscountywa.gov>

Late applications will not be accepted. Lewis County accepts no responsibility for the completeness of applications. Application materials received by Lewis County become the property of the County.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360)740-1480 TTY

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications, for either the Investment and Banking Officer or Banking Officer position who can perform the essential functions, with or without accommodation, and possesses knowledge, skills and abilities as identified in the job description(s).

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

Note: ALL sections of the application must be complete. "See Resume" is not acceptable.

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume

MINIMUM QUALIFICATIONS

INVESTMENT AND BANKING OFFICER

- Bachelor's Degree in finance, business administration or other closely related field. Graduate level course work in accounting or systems and/or possession of a certificate as a Certified Public Accountant or Chartered Financial Analyst in the State of Washington may be required.
- Five (5) years of progressively responsible experience in governmental finance, preferably in investment portfolio management, accounting or auditing.
- A valid Driver's License is required.

BANKING OFFICER

- Bachelor's Degree in finance, business administration or other closely related field. Graduate level course work in accounting or systems and/or possession of a certificate as a Certified Public Accountant or Chartered Financial Analyst in the State of Washington may be required.
- Four (4) years of progressively responsible experience in governmental finance, accounting or auditing.
- A valid Driver's License is required.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information, or any other basis protected by law in employment or provisions of services.