



Kittitas Reclamation District

Job Announcement – Treasurer’s Position

Location: Ellensburg, Washington

Salary: \$34–\$37 per hour, DOE

Position Open Until Filled

The Kittitas Reclamation District is seeking a detail-oriented, organized, and dependable individual to serve as **District Treasurer**. The Treasurer directs and manages all financial functions of the Irrigation District in accordance with Washington State law and government accounting standards. This position ensures fiscal accountability, transparency, and compliance with RCW requirements governing irrigation districts and special purpose governments. The Treasurer plays a critical leadership role in safeguarding public resources and supporting sustainable water delivery through sound budgeting, internal controls, audit readiness, and long-term capital planning.

Primary Job Duties

- Accounting duties and financial recordkeeping
- Payroll processing
- Preparation of the **Monthly Treasurer’s Report**
- Drafting and maintaining **Board Meeting Minutes**
- Monthly cash reconciliation
- Invoicing and revenue tracking
- Daily monitoring and reconciliation of District bank accounts
- Preparation and responsibility for the **State Treasurer’s Annual Report**
- Preparation and management of the **annual District budget**
- Year-end tax form preparation
- Bill collection and foreclosure processing
- Human Resources duties
- Election administration

- Other duties as assigned
 - Must be bondable
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Qualifications

- **Associate's or Bachelor's degree in Accounting, Finance, or related field preferred**
 - **Experience in public sector, special purpose district, utility, or municipal accounting preferred**
 - **Equivalent combination of education and experience may be considered**
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Compensation & Benefits

- **Hourly wage: \$34–\$37 per hour, depending on experience**
 - **Medical/Dental/Vision Insurance**
 - **Washington State public retirement system (PERS)**
 - **Monthly accrual of vacation and sick leave**
 - **Personal days**
 - **Paid Holidays**
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How to Apply

Applications will be accepted **until the position is filled**. Applicants should submit a résumé and cover letter to the Kittitas Reclamation District office.
