



Lewis County Department of Public Works

Geoff Soderquist, PE, Public Works Director

Wes Anderson, PE, County Engineer

MEMORANDUM

Date: January 12, 2026

To: Ryan Barrett, County Manager

From: Geoff Soderquist, PE, Director 

Subject: Accounting Specialist (PCN 1481002) – Position Reclassification

The purpose of this memorandum serves to formally request the reclassification of the current Accounting Specialist position to a Solid Waste Accounting Specialist Senior role. The proposed change reflects the expansion in the scope, complexity, level of responsibilities assigned to this role, and acknowledgement of the required support of the division effectively.

Background

The Accounting Specialist position has expanded significantly, encompassing duties that are more aligned with those of an Accounting Specialist Senior. The current responsibilities exceed the scope of an Accounting Specialist and require a higher level of autonomy, decision-making, and a variety of skilled accounting support that is specific to Solid Waste. Reclassing the role to a Solid Waste Accounting Specialist Senior will:

- Accurately reflect the duties performed and ensure alignment with job classification standards
- Support organizational efficiency by formally recognizing the operational management functions and leadership of the role
- Ensure compliance with internal equity and compensation guidelines by aligning title and pay with responsibilities

Driving growth and accountability in providing quality public services.

Road Maintenance & Fleet Services

476 West Main St.
Chehalis, WA 98532
360.740.3380
360.740.2741

Administration, Engineering, Utilities, Real Estate Services & Traffic

57 West Main St.
Chehalis, WA 98532
360.740.1123
360.740.1479

Solid Waste Services

Post Office Box 180
Centralia, WA 98531
360.740.1451
360.330.7805

Our department requested and received support from the Human Resources Department to complete a salary analysis for the Solid Waste Accounting Specialist Senior position in January 2026. The request included a review of the job description, and an evaluation of the duties and compensation as compared to those County positions with similar job duties.

Budget

This adjustment would replace the Accounting Specialist position, placing a freeze on it. This adjustment would result in an increase of \$3,912 to the expenditures in the Administration Fund (Fund 4010) for salaries and benefits for the 2026 budget.

Please see the attached worksheet for additional details regarding the position and budget impact analysis.

There is no change in full-time equivalents (FTEs) resulting from this request.

EE #2114
 Lisa Pratt
 Position #1481002
 Reclass effective 02/01/2026

Current (as of 01/08/2026)

Grade	Step		Salary	
118	5	Annual	60,814	\$ 29.24
118	5	Monthly	5,068	
		5% increase	3,041	
		Current Annual	60,814	
Minimum Required Annual Salary			63,855	
Minimum Required Monthly			5,321	

Proposed

Grade	Step				
120	4	Annual*	64,726	*	Meets required salary increase.
120	4	Monthly	5,394		

Recommended Promotion

Grade	Step	Annual	Monthly	Hourly
120	4	\$ 64,726	\$ 5,394	\$ 31.12
		\$ 3,912	Annual salary increase	

Accounting			
Supervisor		PCN	
Kristen Buckman		1137006	Business & Office Manger
		NEW	Accounting Specialist Senior
Org	401A3700		UPDATE TITLE NEW PCN REQUIRED

Inactivate PCN 1481002 and create and move employee to new position in Munis.



ACCOUNTING SPECIALIST SR. – SOLID WASTE JOB DESCRIPTION

Job Title: Accounting Specialist Sr. – Solid Waste	
Dept./Division: Public Works/Solid Waste	Job Class Code: TBD
Pay Grade: 120	PCN: TBD
FLSA: Non-Exempt	Effective Date: August 2018
Representation Status: Teamsters	Revision Date: January 2026
Reports To: Solid Waste Business and Office Manager, Solid Waste Manager	

NATURE OF WORK

Under general supervision, performs technical accounting duties involving the accounting, recording, processing and reporting of accounts payable and receivable, payroll, revenue and other technical accounting functions; reviews, researches, reconciles and assures the accuracy of the ledgers and accounts.

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Processes accounting and financial documents and technical transactions in compliance with all applicable rules, regulations and procedures; duties may vary according to job assignment.
- Posts documents and computer accounting entries; performs other technical accounting activities, including general ledger, accounts payable, revenue, accounts receivable, special fund accounting, bank reconciliations, time sheet audits, claims, payroll processing and reconciles accruals; reviews and validates data.
- Provides assistance with all program audits; local, state and federal.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits; reports discrepancies.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork and technical documents.
- Maintains financial records and associated filing systems; enters data into computer systems; codes documents, processes transactions, updates accounts, compiles documentation, and generates reports.
- Maintains additional accounting and technical transaction databases as needed; may process cash receipts, daily cash reports, and bank deposits.
- Completes journal entries and reconciles accounts; reviews, investigates, and corrects errors.
- Researches and resolves accounting issues; provides customer services to County departments, and coordinates technical and financial information with customers and external agencies; interprets and explains County policies, procedures, rules and regulations.

Job Title: Accounting Specialist Sr.

Job Class Code: xxxx

- Maintains current knowledge of County policies regarding salary and benefit changes and/or updates.
- Responds to requests for information; provides technical information within scope of authority.
- Oversees and maintains all utility charge account customers, accurate records, balances accounts, bills monthly and post payments.
- Provides utility customer service and researches and resolves questions in a timely manner.
- Assures that all reports and paperwork are completed in a timely manner; updates, corrects, retrieves and releases information according to procedures.
- Cross trains in a wide variety of technical accounting duties; assists with the training and cross-training of County staff.
- Travel for meetings and mandatory training at various locations, when required.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

QUALIFICATIONS:

REQUIRED: Associate's Degree in Accounting, Business Administration, or a closely related field; AND two (2) year's accounts payable, receivable, payroll or claims accounting experience. Government accounting experience is preferred.

A valid Driver's License may be required. May be required to pass a thorough background investigation.

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):

Knowledge of:

- General Accounting standards, policies, procedures and regulations.
- Accounting principles and methods, including special fund procedures.
- Applicable state and Federal rules, codes and regulations covering specific areas of assignment.
- Principles of record keeping and records management.
- General ledger reconciliation procedures.
- State Budgeting Accounting & Reporting System (BARS) for Public Sector financial management.
- Business and personal computers, and spreadsheet software applications.

Skills in:

- Understanding and applying accounting standards and procedures, and applicable Federal and state rules and regulations for specialized areas of assignment.
- Maintaining accurate accounting records, and identifying and reconciling errors.
- Performing mathematical calculations with skill and accuracy.
- Entering numerical data into a computer system with speed and accuracy.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.

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Job Class Code: xxxx

- Ability to meet strict deadlines.

Ability to:

- Learn and follow County policies and procedures.

Behaviors:

- Regular, reliable attendance.
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As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date