



# Lewis County Employment Opportunity

Department: **Budget & Risk** | Position: **Budget Analyst 1**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 121: \$5,235 – \$7,039/mo. (DOQ)**

Posting Opens: **February 27, 2026**

Posting Closes: **Open until filled**

First Review: **March 20, 2026**

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## DEPARTMENT / OFFICE

This position requires in-person attendance and is in the Lewis County Budget and Risk Department at 351 NW North St, Chehalis WA.

## POSITION SUMMARY

Under general supervision, performs a wide range of accounting, technical review, and budget support duties for County departments, and responds to requests for information within the scope of authority, operates and maintains the indigent defense attorney contracts and billings; provides customer service to the public; and performs other related duties as assigned.

## HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>.

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**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.**

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.

**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 and can perform the essential functions, with or without accommodation, and possesses the knowledge, skills and abilities as identified in the job description.

## 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**

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## MINIMUM REQUIREMENTS

Associate's Degree in Accounting, Business Administration, or a closely related field; AND three (3) year's governmental accounting experience in the areas of budgeting, payroll, accounts payable, and/or accounts receivables.

*Experience in lieu of education on a year-for-year basis, with the Employer retaining discretion regarding what type of experience may or may not be considered as equivalent. A position requiring a minimum of an Associate's Degree would require a minimum of an additional two (2) years' related experience.*

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