

**Whitman County Human Resources**  
400 N. Main Street • Colfax, WA 99111  
(509) 397-5242 • FAX (509) 397-6355 • [www.whitmancounty.org](http://www.whitmancounty.org)



## **JOB ANNOUNCEMENT**

**POSITION:** Financial Specialist (AP/PR)

**DEPARTMENT:** Auditor's Office

**MONTHLY SALARY:** \$2,655.00 per month plus benefits  
(Financial Spec; Step 1)

**UNION STATUS:** Courthouse Bargaining Unit initiation fee plus monthly dues is required

**TO APPLY:** Whitman County Human Resources  
400 N. Main Street  
Colfax, WA 99111  
(509) 397-6205

**CLOSING DATE:** Until filled

**SELECTION PROCESS:** Applicants must submit a signed Whitman County application form. The application will be reviewed and evaluated to determine applicants invited for an interview.

**TO QUALIFY:** See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

**WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**AMERICANS WITH DISABILITIES ACT**

Persons requiring accommodation should advise us of that need.

# Whitman County Position Description



**Effective Date:** January 1, 2016  
**Position Title:** Accounting Specialist/ AP & PR  
**Job Family Classification/#:** 094  
**Department Title:** Auditor's Office  
**Department Code:** 060  
**Pay Grade:** Financial Specialist  
**FLSA Status:** Non-exempt  
**Union Status:** Represented  
**Reports To:** Auditor

## **PURPOSE**

This position performs accounting, administrative, financial, and is responsible for assisting with various project areas in financial/accounting related planning, organizing, and processing.

## **NATURE OF WORK**

Under direction of the County Auditor and Director of Accounting, this position is responsible for assisting in a variety of duties in the Auditor's Office Finance Division. This includes but is not limited to payroll auditing and processing, accounts payable auditing and processing, preparing and submitting reports, filing, and many other administrative duties.

This position is represented by the Courthouse Bargaining Unit – Teamsters Local Union No. 690 and is a closed shop.

## **ESSENTIAL FUNCTIONS**

- Performs accounting for the Auditor's department by processing payroll, accounts payable, and associated duties.
- Prepares and submits certain annual, quarterly, and monthly financial reports for the County Auditor.
- Support the Auditor's Accounting Division by assisting with coordination and conducting of training sessions regarding the financial system, financial policy, and both State and Federal regulations regarding accounting functions.
- Administrative duties including drafting correspondence, filing, record keeping, etc.
- Assists in auditing and processing of countywide accounts payable.
- Assists in auditing and processing of countywide payroll records and reports.
- Actively assists in aspects of Accounts Payable, Payroll, and Accounting departments as assigned.

- Recommend changes/improvements to financial processes to improve efficiency and remain compliant with state/federal regulations.
- Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform and essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to; stand, walk, sit, use hands and fingers to handle or feel. The employee is occasionally required to reach with hands and arms, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision.

**NON-TECHNICAL ESSENTIAL FUNCTIONS**

Establish and maintain good working relationships with public officials, employees and the public; excellent communication skills verbal, written, and listening. Have and maintain a strong work ethic.

**SUPERVISION EXERCISED AND RECEIVED**

Supervision is not a normal responsibility of this position. Work is normally performed independently; the employee in this position accepts responsibility for the completion of regular and recurring duties. Work is performed under the direction of the Director of Accounting and Auditor who review work for the quality of results obtained.

**SELECTION CRITERIA**

**Knowledge, Skills, and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understands fundamental accounting processes related to internal control
- Working with Microsoft Office with an emphasis in Microsoft Excel
- Knowledge in the use of personal computers, spreadsheets, word processing, and graphics.
- . Ability to work both as a team member and independently
- Ability to establish and maintain effective working relationships with county and departmental staff, special taxing districts, state and federal personnel, other appointed and elected officials in Whitman County, and the general public.
- Ability to manage multiple tasks
- Self-motivation skills to learn from others and on your own, from in person or web based training sessions, reading, etc.
- Work overtime when needed
- Ability to read, analyze, and interpret state/federal regulations
- Attention to detail.
- Ability to logically solve problems

**EXPERIENCE, EDUCATION, AND TRAINING**

High School Diploma or GED equivalent. Two (2) years of progressively responsible payroll accounting, bookkeeping, clerical experience, and strong computer skills

**OR**

- Substituting on a month for month basis any combination of experience, education, and training which would provide the level of knowledge and ability required.

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