

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



POSITION: Financial Specialist II - Accountant

DEPARTMENT: Treasurer's Office

SALARY RANGE: \$2,894.00

UNION STATUS: Courthouse Bargaining Unit – Requiring monthly dues and fees

CLOSING DATE: August 24, 2017 at 5:00 pm

TO APPLY: Submit a Whitman County application through Human Resources

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States Citizens and aliens lawfully 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

AMERICAN WITH DISABILITY ACT

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Persons requiring accommodation should advise of that need

FINANCIAL SPECIALIST II - ACCOUNTANT

BASIC PURPOSE

Perform responsible daily accounting work in the balancing of cash, reconciling multiple bank accounts, keying journal vouchers and receipts, receipting deposits.

NATURE OF WORK

This position is responsible for accounting and administrative work that involves technical tasks in auditing and accounting, and cash management, and the coordination of the County's receipting process. The employee of this class is responsible for preparing the daily bank deposit, balancing the previous day's activity, keying daily journal vouchers and receipts. Work involves considerable contact with State and County officials, auditors, banks, the general public, and public and private officials who depend on the accuracy and quality of the work performed. Work requires the operation of office equipment such as computer terminals, telephones, and calculators where both speed and accuracy are necessary to contribute to proper office operations.

SUPERVISION EXERCISED AND RECEIVED

Work is performed independently under the general direction of the County Treasurer who reviews work for the quality of results obtained.

ESSENTIAL FUNCTIONS

Use established fiscal principles, practices and procedures for government accounting; prioritize and manage multiple projects; evaluate work situations and conditions and determine appropriate courses of action; use computer and associated software.

NON-TECHNICAL ESSENTIAL FUNCTIONS

Establish and maintain good working relationships with public officials, employees and the public; communicate using speaking and listening skills.

TYPICAL EXAMPLES OF DUTIES

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that are inherent to the position.

Perform work in areas of fund accounting, cash accounting and analysis, statistical compilation and analysis, and other accounting areas.

Balance previous day's daily activity and prepare daily deposit.

Key daily Journal Vouchers and Receipts into the county computer system

Balancing and reconciling several bank statements.

General clerical work.

SELECTION CRITERIA

Knowledge, Skills, Abilities

- Considerable knowledge of principles, practices, and procedures of accounting, preferred some governmental accounting, and bookkeeping and accounts maintenance.
- Knowledge of accrual and double entry accounting.
- Knowledge of computerized accounting systems to include Excel and Word as required by the position.
- Knowledge of the Washington BARS Accounting System a plus.
- Knowledge of State Mandates regarding handling of public funds a plus.
- Ability to prioritize workload/multitask
- Ability to understand and execute complex oral or written instructions and to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to establish and maintain effective working relationships with other County departments, employees, elected officials, and governmental agencies.
- Ability to express ideas clearly and concisely in writing and orally.
- Ability to operate equipment associated with the position in a proper and skillful manner.
- Ability and willingness to work in stressful conditions due to deadlines as required by the position.

EXPERIENCE, EDUCATION, AND TRAINING

Two (2) years of responsible experience maintaining a double entry or BARS accounting system; knowledge of computer spreadsheets and accounting programs; **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.

WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE
AMERICAN WITH DISABILITY ACT
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
Persons requiring accommodation should advise of that need