

Whitman County Human Resources

Whitman County Courthouse
400 N. Main Street, Colfax, WA 99111



JOB ANNOUNCEMENT

POSITION: Assistant Finance Administrator

DEPARTMENT: Auditor's Office

SALARY: \$3,671.00 per month plus benefits
(Accounting Senior; 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

LOCATION: Colfax

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.

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EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICANS WITH DISABILITIES ACT

Any person requiring accommodation should advise us of that need.

Whitman County Position Description

Effective Date: April 14, 2017
Position Title: Assistant Finance Administrator
Job Family Classification/#: 001
Department Title: Auditor's Office
Department Code: 060
Pay Grade: Accounting Senior
FLSA Status: Non-exempt
Union Status: Courthouse Bargaining Unit
Reports To: Finance Administrator and County Auditor

PURPOSE

This position assists the Finance Administrator in planning, organizing, directing and controlling the functions of the Auditor's Accounting Department. Assists in the oversight of the County Finance System including User Permissions, Account Set up, Training of County Staff, Journal Review and Posting. Assists in the preparation of Year End reporting to the State; performs complex professional level accounting activities, tracks financial activities, and develops policies and procedures to ensure compliance with laws, rules and regulations. Tracks and analyzes revenues and expenditure accounts and acts as a lead to professional staff.

NATURE OF WORK

Under direction of the Financial Administrator, this position is responsible for assisting in a variety of duties in the Auditor's Office Accounting department.

ESSENTIAL FUNCTIONS

- Assists the Finance Administrator in any and all duties related to Finance and Accounting.
- Acts as the primary accounting liaison for the Auditor's department by processing all payrolls, accounts payable, and manages assigned contracts.
- Prepares annual, quarterly, and monthly financial reports for the County Auditor and assists with annual State reporting.
- Support the Auditor's Accounting Department by assisting with coordination and conducting of training sessions regarding the financial system, financial policy, and both State and Federal regulations regarding accounting functions.
- Auditing of county financial records and reports.
- Recommend changes/improvements to financial processes to improve efficiency and remain compliant with state/federal regulations.
- Perform other duties as assigned by the Financial Administrator and the County Auditor

NON-TECHNICAL ESSENTIAL FUNCTIONS

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

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.

SUPERVISION EXERCISED AND RECEIVED

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 Finance Administrator who reviews work for the quality of results obtained.

SELECTION CRITERIA

Knowledge, Skills/Abilities

- Understands fundamental accounting processes, including internal controls, with an emphasis on governmental fund accounting
- Working with Microsoft Office, specifically in Microsoft Excel and Word
- 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 and a two or four-year accounting degree. A minimum of two (2) years of progressively responsible accounting and/or bookkeeping, and strong computer skills, with an emphasis on governmental fund accounting preferred,

OR

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

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