



## **JOB ANNOUNCEMENT**

**POSITION:** Financial Specialist III

**DEPARTMENT:** Auditor

**SALARY:** \$3,314.00 per month DOQ plus benefits

**UNION STATUS:** Courthouse Bargaining Unit – Teamsters 690  
Initiation fee and monthly dues payment required,  
participation is not mandatory

**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 Human Resources for an 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 WORK PLACE**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**AMERICANS WITH DISABILITIES ACT**

Persons requiring accommodation should advise us of that need

## **PURPOSE**

This position performs complex accounting, administrative, and financial duties independently, and is responsible for interpreting and applying complex technical fiscal duties within a wide variety of settings. This position will also be responsible for coordinating and researching grants throughout the county. This position will also be assigned the duty of being a public notary for the county, both for internal county use and for use by the public.

## **NATURE OF WORK**

Under direction of the County Auditor and Finance Administrator, this position is responsible for independently performing a variety of complex duties in the Auditor's Office Finance Division. This includes, but is not limited to, payroll auditing and processing, accounts payable auditing and processing, developing accounts payable and payroll policies and procedures, coordinating budgets for existing grants, obtaining and maintaining the Washington State Notary Public License, dealing with the public while performing notary duties, maintaining the financial records for the taxing districts, being part of the financial team that prepares the annual financial statements, researching and applying for new grants, preparing and submitting reports, filing, and other administrative duties.

## **ESSENTIAL FUNCTIONS**

- Interpret and apply fiscal regulations and procedures
- Develop, modify and maintain comprehensive fiscal record keeping that is necessary and compliant with SAO regulations
- In-depth research to solicit new grants for the county
- Review all payroll procedures (in detail) and hold the "back-up" position for the payroll department
- Review the county's accounts payable procedures (in detail) and hold the "back-up" position for the accounts payable department
- Coordinate the county departments' annual budget, working directly with the Finance Administrator
- Develop and maintain record keeping for new grants and coordinate the budgetary paperwork for existing grants
- Interpret new payroll legislation and oversee the preparation of retirement reports, tax reports and other payroll related year end reports
- Make complex financial adjustments and journal entries as required
- Review and analyze out of balance accounts and recommends new account set-up as needed
- Independently prepare portions of the county's annual financial report, working in tandem with the Finance Administrator
- Work directly with the special taxing districts, overseeing the management of their regular revenue and expenditure accounts
- Coordinate and conduct training sessions for the county department's accounting liaisons. These sessions would deal with the financial system,

- financial policy, State and Federal regulations regarding accounting functions, and any new county policies that are applicable.
- Perform all duties associated with being a licensed Notary Public in the state of Washington.
  - Perform administrative duties including drafting correspondence, digital and paper filing, record keeping, etc.
  - Perform other duties within the Auditor's Office as assigned. Cross-training may occur outside the Auditor's Finance Division if time allows.
  - Develop, update and maintain Auditor's County web page.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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; Have excellent verbal, written, and listening communication skills; Have and maintain a strong work ethic.

### **SUPERVISION EXERCISED AND RECEIVED**

Work is 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 Auditor and Finance Administrator, who will review the work for the quality of results obtained.

### **SELECTION CRITERIA**

#### **Knowledge, Skills and Abilities**

- Understands complex accounting processes related to internal control
- Knowledge of Microsoft Office with an emphasis in Microsoft Excel
- Knowledge in the use of personal computers, spreadsheets, word processing, and graphics.
- Knowledge of payroll's general rules/regulations and associated reports.
- Knowledge of a working website and web page design.
- Knowledge of fundamental office processes related to security and internal control;
- Knowledge of software packages used to perform information processing, analysis, information retrieval and tracking;

- Ability to work both as a team member and independently;
- Ability to grasp new techniques, read, interpret and apply work related rules, regulations, laws and procedures;
- 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
- Must possess a valid Washington State Driver's license, or the ability to obtain a license within 30 days of employment, or otherwise meet the travel requirements of the position.
- 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
- Ability to balance a checking account

### **Desired Skills**

- Knowledge of the political system, State and County statutes/ordinances, precincts, election laws, and election procedures.

### **EXPERIENCE, EDUCATION, AND TRAINING**

High School Diploma or GED equivalent required. Two (2) years of full-time college experience preferred, including accounting classes; and two (2) years of progressive responsibility in accounting, bookkeeping, general clerical, 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.