



JOB ANNOUNCEMENT

POSITION: Financial Specialist 1

DEPARTMENT: Auditor

SALARY: \$2,845.00

UNION STATUS: Represented: Courthouse Bargaining Unit

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

FINANCIAL SPECIALIST

BASIC PURPOSE

This position performs accounting and administrative work and financial management and is responsible for fiscal accounting of disbursements, monitoring and recording cash and budget expenditures, coordinating and other duties as assigned by the supervisor.

NATURE OF WORK

This position is responsible for the application of accounting theories, principles and practices to a department accounting system. Position is responsible for ensuring that the accounting systems are in compliance with the Washington State Budget and Recording System (BARS) which involves interpreting and analyzing BARS guidelines to department, State and Federal regulations and County accounting practices. Work also involves establishing and/or revising accounting systems. Work is subject to internal and/or external audits.

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.

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 general direction of the County Auditor who reviews work for the quality of results obtained.

EXAMPLES OF DUTIES

- Conduct fiscal accounting of disbursements for all departments of Whitman County and special purpose taxing districts of Whitman County.
- Analyze all claims for compliance with Washington State Law, Federal Law, and Whitman County Code and work with departments and taxing districts to correct any errors.
- Monitor cash and budget expenditures for all departments of Whitman County and special purpose taxing districts of Whitman County during the auditing of invoices to ensure cash and budget availability.
- Coordinate and maintain the accounts payable vendor list and any other lists germane to the position.
- Coordinate and maintain accurate filing systems for the general claims, vendor list, and W-9s.
- Audit 1099 activity monthly and prepare/mail year-end 1099-MISC and 1099-NEC forms. Work with the Finance Administrator to assist in digitally sending the 1099s and transmittals to the IRS.
- Participate in the writing and updating of policies and procedures dealing with Accounts Payable.

SELECTION CRITERIA

KNOWLEDGE

Familiarity with basic accounting concepts pertaining to accounts payable and invoicing.

SKILLS/ABILITY

Familiarity with the use of a computer, printer, ten-key adding machine, and appropriate software. Familiarity with an office work environment.

EXPERIENCE, EDUCATION, AND TRAINING

High School Diploma or GED equivalent. Ability to pass a background check. One (1) year of progressively responsible bookkeeping, clerical and computer experience applicable to the work of the position **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.