

**Walla Walla County
Position Description**

JOB TITLE: Accounting Technician II

DEPARTMENT: Community Health

REPORTS TO: Administrative Support Supervisor

PAY GRADE: 3, Full-time (40 hours/week); FSLA NON- EXEMPT, Benefits Apply

JOB SUMMARY: This position classification is responsible for providing support for clerical and accounting functions such as contracting, purchasing, payroll, accounts payable/receivable, Certified Birth and Death certificates, cashiering, and reception duties as assigned. Position performs specialized clerical, auditing and accounting duties for multiple accounts and funds, including payroll, and the department's local, state and federal grant contracts. Requires the use of the State of Washington Vital Records systems, and Budgeting Accounting and Reporting System (BARS) through accounting systems, accounting/finance software, and grant/contract management software.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Register Walla Walla County deaths and process requests for vital records certificates as a Deputy Registrar.
- Provide accounting support for Department of Community Health in budgeting decisions.
- Assist Program Managers and Coordinators with preparation of contract budgets, monitoring and compliance with spending expectations.
- Process accounts payable and receivable.
- Process payroll.
- Agency Billing—grants and contracts, medical and various account billings.
- Reception and cashiering duties.
- Records Management responsibilities.

EXAMPLES OF DUTIES:

Any of the functions and/or duties described may be performed. These examples are not necessarily performed by each employee, at all times.

- **Accounts Payable:** Process approved invoices, according to established procedures. This includes financial coding, data entry and upload transfer to County financial system and inhouse financial/grant management software. This may also include completing various forms and processing W-9 requests, etc.
- **Payroll:** Complete monthly Auditor payroll worksheet—verify timesheets and supporting documents for accuracy. Enter spreadsheet documentation, reconcile leave hours of employees and file worksheet by deadline. Process in-house MIP software payroll for billing, using established procedures. Reconcile payroll data.
- **Accounts Receivable:** Reconcile payments received to invoice billings; prepare and deposit payments; verify deposit receipts to deposit amounts; review and reconcile bank statements. Prepare General Receipt Transmittal for EFT payments and forward to the Treasurer's Office for processing; reconcile transmittal and EFT to invoice amounts.

- **Contract Billing:** Prepare invoices/A-19 billings by gathering and review supporting documentation for accuracy to meet contract and audit requirements. Maintain billed amount documentation by uploading into various software(s) or spreadsheets. Track and maintain match information for the grants as required by contract.
- **Reception:** Cashiering and entering receipts into financial systems, field and direct incoming calls and clients to resources or staff, positive and friendly voice to community and stakeholders.
- **Other Duties:**
- Prepare monthly, quarterly and year-end revenue and expenditure reports for grants, funds, Auditor reports, State reports, budget, cash flow projects, and/or special reports as needed. Prepare and process daily bank deposit and department mail.
- Maintain Contract and Sub-contract list and supply copies of all sub-contracts to the auditor.
- Assist in the development and implementation of accounting systems to ensure compliance with generally accepted accounting principles and auditing procedures.
- Communicate verbally and in writing using positive and responsive contact.
- Maintain supplies in stock and reorders as needed.
- Department Records Management as assigned
- Other tasks of a similar nature and level of difficulty and responsibility that may be assigned.

EQUIPMENT TO BE USED: Must have the ability to use general and specialized office equipment, 10-key calculators, networked computers, personal computers, printers, copiers, multi-line phones, fax machines and other related office equipment.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: The working environment includes activities in multiple department venues. Physical abilities required for this position are ones typically related to office operations, manual dexterity and visual acuity to operate personal computers, other office equipment, accessing file cabinets, both on site and off, and sufficient hearing and speech ability to communicate verbally. Office work requires sitting and possibly standing for extended periods of time and the ability to lift and carry up to twenty (20) pounds.

KNOWLEDGE AND ABILITIES:

- Extensive knowledge of business, accounting, payroll and financial systems, procedures and techniques.
- Extensive knowledge of computer hardware and software such as Excel, Word, accounting, and database software.
- Extensive knowledge of office equipment used in position.
- Extensive knowledge of applicable county, state, and Federal regulations and guidelines.
- Possess a strong understanding of federal, state, and local rules/laws regarding funding.
- Ability to accurately process high volumes of extremely detailed data under tight timeframes.
- Ability to meet multiple deadlines, priorities, and challenging timelines.
- Ability to exercise considerable initiative while completing projects independently with little supervision.
- Ability to communicate effectively with employees, clients, vendors, funding agency representatives, and community partners regarding numerous concerns in a wide variety of work situations.
- Ability to develop and maintain an effective working relationship with employees, staff, vendors, clients, funding agencies, and community partners.

EDUCATION, EXPERIENCE AND TRAINING: Knowledge and skills normally associated with someone who has an AA degree in Accounting or Finance and three (3) years of related experience, or five (5) years of successful work experience that, in the opinion of management, is equivalent. Possess a diverse background in all fiscal areas as needed for this position.

LICENSES AND OTHER REQUIREMENTS:

- Maintain a current driver's license and vehicle insurance.
- Access to a vehicle during work hours.
- Must successfully pass a background check and a driving record check.
- Must not use tobacco products or smoke "electronic cigarettes".

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT