

**Walla Walla County
Position Description**

JOB TITLE: Accounting Technician III
DEPARTMENT: Public Works
REPORTS TO: Fiscal Manager
PAY GRADE: 4, FTE. Benefits apply, FSLA non-exempt

JOB SUMMARY: Position performs clerical, auditing and accounting duties for Public Works accounts and funds. Performs finance operations, including payroll, purchasing, accounts payables and receivables. Requires the use of the Budgeting Accounting and Reporting System (BARS) and knowledge of state and federal contracts and Revised Codes of Washington (RCW). Requires use of initiative and independent judgment. Coordinates with Department leadership and other county departments.

SUPERVISORY RESPONSIBILITIES: No supervisory responsibilities.

ESSENTIAL FUNCTIONS:

- Assists with all facets of departmental payroll system from data entry to form distribution.
- Assists with Accounts Receivable and Accounts Payable, including voucher control, payment and associated accounting functions.
- Accounts for and maintain inventory and use of the county road supplies and material, vehicle and equipment, equipment repair parts, real property and fixed assets.
- Performs operation and maintenance of the automated fuel reporting systems.
- Provides specialized reports including cash flow projections, financial status reports, staff productivity reports, investment summaries, and other requested or required reports.
- Responsible for processing annual property inventory.
- Assists in development of Public Works annual budget.

EXAMPLES OF DUTIES:

- Contributes to development and implementation of procedures ensuring compliance with appropriate and consistent accounting policies.
- Performs data entry for County financial systems.
- Checks for accuracy and correct coding on timesheets, inputs information into the accounting program.
- Verifies and accurately records information on invoices, including proper coding and matching with backup and purchase orders.
- Checks and inputs information for accuracy and coding on daily usage of equipment and material issues.
- Checks and inputs information for the Equipment Rental and Revolving fund, including but not limited to fuel usage, material usage, shop maintenance time on equipment and work orders.
- Monitors, audits and maintains department inventories for proper items, items issued, and items received for both shop inventory and central stores.
- Initiates and maintains the fixed asset and equipment (property) inventory.
- Updates and maintains records to ensure accurate and reliable statistical financial reports.

- Maintains clear audit trail for all funding sources whether internal or external.
- Provides support to the Fiscal Manager.

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

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Duties are primarily performed in an office environment. 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. Occasional lifting of objects weighing 15 to 25 pounds.

KNOWLEDGE AND ABILITIES:

- Knowledge of accounting principles, theories, concepts, practices and terminology.
- Knowledge of governmental (BARS) accounting and budgeting principles and procedures.
- Knowledge of data processing principles and accounting applications.
- Knowledge of payroll, purchasing and general fiscal practices and procedures.
- Knowledge and ability in computerized spreadsheets, word-processing and accounting software.
- Ability to apply and adapt established accounting procedures to a variety of financial transactions.
- Ability to operate standard office equipment.
- Ability to establish and maintain effective working relationships with staff, other agencies, vendors and the public.
- Ability to communicate effectively, both orally and in writing.
- Ability to manage varied office operations and establish record keeping and information systems.
- Knowledge of Generally Accepted Accounting Principles (GAAP), practices, and procedures of governmental bookkeeping and account maintenance.
- Ability to enter, read, and interpret computer generated reports.
- Ability to make rapid and accurate mathematical calculations.
- Ability to be organized and meet both internal and external deadlines in a consistent manner.

EDUCATION, EXPERIENCE AND TRAINING:

Bachelor's degree in accounting or finance preferred. Minimum of three (3) years of progressively responsible experience in accounting and data processing, or an associate's degree in accounting or finance with five (5) years of successful work experience, or five years of extensive successful work experience that is equivalent to the desired knowledge, skills and abilities.

LICENSES AND OTHER REQUIREMENTS: Maintain a current driver's license.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.