



WALLA WALLA COUNTY

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EMPLOYMENT OPPORTUNITY

Auditor's Office

Position: Accounting Technician III/Recording Coordinator
Salary Range: \$4,063 to \$5,443 monthly; Starting Salary DOQ, DOE
Location: Auditor's Office
Employment Type: Full-time (35 hours/week); FSLA non-exempt; Courthouse Union; Benefits Apply; Open Until Filled

Full Time Benefits Include: • County pays \$1,500 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.wa.us) for detailed benefits information.

Brief Duties and Responsibilities:

Recording Coordinator - Performs advanced and specialized duties requiring understanding and involvement in day-to-day operations within the Auditor's Office. Work in this class is distinguished by knowledge of document recording requirements and procedures, collecting fees, issuing marriage licenses, and maintaining bank account responsibility for vehicle licensing transactions.

Accounting Technician III – Assists the Chief Finance Manager and the Assistant Finance Manager in the accounting, auditing, and clerical financial functions for the county. Performs complex accounting activities requiring professional competency. Assists with the accounts payable functions, assists with the development and implementation of internal policies and procedures. These positions involve considerable contact with the public and includes application of human relations skills and a need to be versatile and familiar with other aspects of the Auditor's Office. Work is performed independently and reviewed. Supervision is not a primary responsibility but may occur when sharing duties or directing another office assistant employee.

Working Environment/Physical Abilities: Work is performed in an office setting. Must possess physical ability to sit and stand for extended periods of time, lift up to twenty-five (25) pounds. and climb a ladder while performing duties.

Minimum Qualifications: Associate Degree in accounting or a related field, and, three (3) years of progressively responsible experience in an office environment., or a combination of education, training, and experience that in the opinion of management, provides the necessary skill required above.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check. Maintain a valid driver's license.

For Application: Application, resume, and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT

**Walla Walla County
Position Description**

JOB TITLE: Accounting Technician III/Recording Coordinator

DEPARTMENT: Auditor's Office

REPORTS TO: Auditor, Chief Finance Manager, Chief Deputy Auditor

PAY GRADE: 5, Full time (35 hrs./wk.); Courthouse Union; Benefits Apply

JOB SUMMARY: **Recording Coordinator** - Performs advanced and specialized duties requiring understanding and involvement in day-to-day operations within the Auditor's Office. Work in this class is distinguished by knowledge of document recording requirements and procedures, collecting fees, issuing marriage licenses, and maintaining bank account responsibility for vehicle licensing transactions. **Accounting Technician III** – Assists the Chief Finance Manager and the Assistant Finance Manager in the accounting, auditing, and clerical financial functions for the county. Performs complex accounting activities requiring professional competency. Assists with the accounts payable functions, assists with the development and implementation of internal policies and procedures. These positions involve considerable contact with the public and include application of human relations skills and a need to be versatile and familiar with other aspects of the Auditor's Office.

SUPERVISORY RESPONSIBILITIES: Work is performed independently and reviewed. Supervision is not a primary responsibility but may occur when sharing duties or directing another office assistant employee.

ESSENTIAL FUNCTIONS:

- Reviews documents to be recorded for completeness.
- Records documents by using recording software.
- Issues marriage licenses.
- Collects various fees for charges in recording and copying of records.
- Maintains the bank account information for vehicle licensing.
- Assists the general public, private and public officials in recording and research.
- Enters invoices for payment for the Auditor's office and other County offices as needed.
- Audits vouchers, invoices, receipts, and other claims for payment.
- Issues accounts payable warrants.
- Ensures all W-9's and personal services contracts are on file prior to payment.
- Assists with balancing and producing the 1099's at year end.
- Serves as back-up to the Chief Finance Manager and Assistant Finance Manager as needed.

EXAMPLE OF DUTIES:

- Performs advanced document recording and searches for documents on the recording software.
- Responsible for implementing vendor changes to the recording software ensuring that the proper account codes are being used and dispersed properly.
- Composes correspondence for the Auditor or Chief Deputy regarding recording laws and/or office procedural changes.
- Billing of title companies for copy charges.
- Contacts county departments and various miscellaneous district personnel to resolve problems, inaccuracies, missing, and inconsistencies in documents and transactions.

- Works with budget adding accounts, posting adjustments, and reconciling against approved budgets.
- Assists and supports other county departments users with the financial and recording software.
- Assists with preparing the annual audit.
- Keeps track of fixed assets.
- Assists with the cost allocation plans for the county. Assists with year end reports to IRS, Social Security and producing employee W-2's.

EQUIPMENT TO BE USED: Operate a variety of office machines and equipment including computers (PC), multi-line phone system, scanner, printers, fax, copier, typewriter, and 10-key calculator. Use computer software including EDEN financial software and Eagle Recorder. Microsoft Office Suite and other assigned equipment where both speed and accuracy are necessary.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work is performed in an office setting. Must possess the physical ability to sit and stand for extended periods of time, lift up to twenty-five (25) pounds. and climb a ladder while performing duties.

KNOWLEDGE AND ABILITIES:

- High level knowledge of principles, practices and procedures for accounting and account maintenance.
- Relevant knowledge of IRS, Social Security, Labor & Industries, Deferred Compensation Programs, and employee benefit laws.
- High level knowledge of computerized payroll and accounting systems.
- Computer literate, including Microsoft software programs.
- Knowledge of general payroll procedures, budgeting processes and the state BARS.
- Knowledge of modern office principles, practices, and techniques.
- Knowledge of recording terminology and correct use of English grammar.
- Ability to establish effective working relationships with county personnel and other public and private agencies for which work is performed
- Ability to make rapid and accurate mathematical calculations; evaluate and correlate large volumes of written and numerical data.
- Ability to operate equipment associated with the position.
- Ability to learn office procedures, rules, and policies
- Ability to organize, manage and complete several tasks in a timely manner.
- Ability to learn and use computer programs for the recording system.
- Ability to work independently.

EDUCATION AND EXPERIENCE: Associate Degree in accounting or a related field, and, three (3) years of progressively responsible experience in an office environment., or a combination of education, training, and experience that in the opinion of management, provides the necessary skill required above.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check. Maintain a valid driver's license.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT**

APPLY NOW