



**OKANOGAN COUNTY
DEPT. OF PUBLIC WORKS
POSITION DESCRIPTION**

Financial Technician

I. SCOPE OF RESPONSIBILITY

Perform a complex variety of clerical and accounting activities as required by the department, section or division to which assigned. Typically will be expected to analyze and interpret accounting data, assist in the development or revision of accounting systems and reports, support the Financial Manager in coding and auditing financial data, perform all clerical activities of a certain division or will perform the more complex activities within other areas of assignment. Individuals assigned to this classification are expected to be skilled in a wide range of clerical and fiscal matters and to perform independently in accordance with established and general policies and procedures requiring regular interpretation. Work situations are both regular and varied and require a thorough knowledge of the division's function, policies and procedures. Supervision is normally general and infrequent. Individuals are expected to plan their own work sequence.

Individuals assigned to this class may be required to direct the work activities of new and seasonal employees; allocate work, determine priorities as necessary and check-in process and completed work for accuracy. This is an F.L.S.A. non-exempt level position reporting to the Financial Manager.

II. TYPICAL DUTIES

Position is assigned responsibility for one or more of the following general areas and support/back-up responsibility in other areas listed below:

- A. Accounts Payable
 - Assist with coding of invoices to process through Accounts Payable, requiring knowledge of budget expense numbers, construction projects and contracts to assure accurate payment processing
 - Input of invoices into Eden & Cams accounting programs. Check for accuracy and copy all invoices for scanning purposes
- B. Accounts Receivable
 - Process accounts receivable on a monthly basis. Bill rentals for current customers. Bill any outside agencies & other County agencies for work performed by Public Works employees
 - Keep track of unsettled invoices and contact customer for payment
 - Receipt in payments and prepare deposit. Post payments to billing system in a timely manner and update A/R book for balancing
- C. Utility Billing
 - Bill three separate sewer systems every 2 months
 - Receipt in payments and prepare deposit. Post payments to billing system in a timely manner and update manual spread sheets for balancing
 - Balance A/R monthly with manual spread sheets and computer program
 - Process interest and penalty to any delinquent accounts, then send out past due statements
- D. Solid Waste

- Requires extensive knowledge of solid waste operations such as commodities, tonnage, acceptable and unacceptable waste, fees, and charges
- On a daily basis each station's start up cash and deposit is counted and verified. Run daily reports, verify for accuracy and input information onto a manual spread sheet balancing daily for all four entities.
- First of each month balance all stations to computer & manual spread sheets, process all charge accounts from four different Transfer Stations for monthly billing and print all statements then prepare for mailing
- Receipt in payments and prepare deposit. Post payments to billing system in a timely manner and balance to manual spreadsheet
- Send out past due statements/collection calls to customers who are delinquent on accounts.
- Handle and process any NSF checks that come through transfer stations

E. Payroll

- Give new employees or temporary employee's orientation. Give appropriate required forms to fill out and explain benefits to employee according to appropriate union they go into. Set-up employee in Eden and Cams accounting programs, assign employee number and notify certain departments of new employee and information. Follow up with employee regarding turning in all required paperwork in order to process payroll, retirement, etc. Send specific paperwork to appropriate departments for filing and/or processing.
- Input daily timecards into Eden accounting program of each Public Works employee. Check each timecard input for accuracy in CAMS program, correct if necessary. Input each day's timecards onto manual spreadsheets, Eden & CAMS, for a double check of hours & dollars for payroll purposes.
- Process draw pay before the 15th of each month. Do a manual calculation for any employee requesting a draw pay that may not have enough hours for the month and make adjustments to their draw amount.
- Process month-end payroll requiring extensive knowledge of payroll taxes and required deductions & benefits while understanding in-depth 4 union contracts and county policies. Processing payroll involves making sure there are no over budget expenditures, that all Bars number's are active and employees are using the correct activity numbers. Calculating any garnishments, 3rd party pay for employees on disability leave, preparing all payroll reports for distribution to County Treasurer's & Auditor's offices and Public Works Supervisors. Prepare monthly reports and warrants for payment to vendors (Medical, Vision, Dental, Payroll deduction payments, garnishments, etc.)
- Quarterly reports – Calculate and process all quarterly reports for Labor & Industries, Diesel fuel tax, Employment Security and Pit royalties requiring knowledge of pits & quarries manufacture and operations.
- Year-End – Balance payroll, Fica & Medicare amounts and prepare all W-2's for Public Works employees.

F. Misc

- On occasion may perform other duties and special tasks to support Public Works services as assigned by the Financial Manager.
- Assist Financial Manager with Public Works annual budget process. Input into Eden & Cams accounting programs and spread sheets. As well as any required needs in order to complete tasks within the department
- Assist public and employees with any questions or concerns regarding financial issues
- Be professional and confidential with all customer and employee information

III. QUALIFICATIONS

A. Required

- High School Diploma, GED or equivalent
- Five (5) years increasingly responsible bookkeeping/accounting experience of which three (3) years include computerized accounting system experience. (An associate Degree in Accounting or Bookkeeping may substitute for one year of experience, a Bachelor's Degree in Accounting or Business may substitute for two years of experience)

- Proficient computer and ten key skills and keyboarding skills (45 wpm)
- Possession of/or ability to acquire upon employment, a valid Washington State Driver's License.

B. Desired

- College level accounting/business course work
- Proficient computer application skills specifically accounting applications, word processing and spreadsheet
- Governmental accounting procedures and practices

IV. KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of: theory and practice of accounting, principles of cost accounting, computerized accounting systems
- Ability to apply and adapt established accounting methods to a variety of accounting functions, analyze and interpret accounting records and reports and prepare reports and statements of financial data
- Depending on area of assignment, individuals may be deputized or bonded
- Ability to communicate effectively orally and in writing
- Ability to perform precise and accurate mathematical functions

V. PHYSICAL DEMANDS AND ENVIRONMENT

The duties of Financial Assistant are performed primarily in an office setting requiring sitting, standing, walking, stooping, bending, kneeling, crouching, reaching, pushing, pulling, twisting, a sense of touch, finger dexterity, gripping with fingers and hands, ability to discern voice conversations and to convey information, occasional transporting of up to 30 lbs. Prolonged and regular hand and wrist movement related to computer keyboarding.

VI. ACKNOWLEDGMENT

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Supervisor Signature/Date

Employee Signature/Date

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