



Employment Opportunity

Kittitas County, Washington

POSTED: 8/24/15

CLOSES: When Filled

PUBLIC WORKS FISCAL ANALYST

The current vacancy in the Public Works Department is a full-time, union (Local 792CH), non-exempt position with benefits expected to begin as soon as possible. While the job description covers the broad scope of duties that may be assigned, we are currently seeking a candidate whose primary responsibilities include: Accounts Payable, Inventory, Asset Management, and Purchasing and Contracting. Anyone who meets the qualifications stated below may apply. Screening will commence 8/31/15 and continue until a suitable candidate has been found.

SALARY RANGE: \$3547 – \$4051 per month

ESSENTIAL FUNCTIONS:

Auditing & Accounting

- Analyze and reconcile complex financial transactions.
- Update general ledger postings in the integrated financial system.
- Research and assist in preparing accounting policies.
- Analyze and prepare annual financial reports from the integrated accounting system.
- Assist in the development and maintenance of the department's annual budget.
- Assist in preparing management reports for division managers.
- Assist in preparing annual financial reports from the integrated accounting system.

Job Cost System

- Set up new projects in the job cost integrated accounting system.
- Maintain job area/general ledger cross reference controls.

Accounts Payable

- Monitor vendor contracts and annual supply bids to ensure compliance with state bid laws and county policies.
- Monitor payments for compliance with county small works and small purchase roster policies.
- Audit invoices for accuracy, job cost coding, budget coding, and compliance with county, state, and federal requirements.
- Audit invoices for accuracy, compliance with vendor contracts, and bids.
- Audit and assign job cost codes for all invoices.
- Occasional input of vouchers into the integrated financial system.
- Balance use tax and sales tax, file electronic report with state, prepare voucher for quarterly payment.

Payroll

- Audit daily time slips, reconcile to time and attendance software.
- Audit job codes, earning codes and unit of measure/accomplishments and prepare corrective action.
- Prepare payroll batches for posting in integrated financial system.
- Prepare crew card batches for equipment rental.

- Prepare mechanics shop labor posting batches.

Inventory

- Responsible for maintaining supply inventory records for the Equipment Rental & Revolving Fund including:
 - Pits & Quarries
 - Central Stores
 - Fuel Depot
 - Sign Fabrication
- Establish new inventory codes.
- Maintain purchase orders for supplies purchased for inventory.
- Audit inventory requisitions, returns, adjustments and job cost allocation codes.
- Prepare inventory batches for data entry.
- Reconcile costs of manufactured materials and prepare all associated general ledger and inventory entries.
- Prepare inventory adjusting entries.
- Prepare monthly sign shop labor allocation.
- Reconcile monthly cost of goods sold; prepare monthly associated general ledger entries.
- Coordinate scheduled physical inventory counts.
- Reconcile inventory physical counts to the county's financial inventory sub-system.
- Assist with annual inventory bids.

Asset Management - County Road Infrastructure, E.R. & R. Fund Property, and other Public Works property, plant, equipment and assets

- Maintain the automated system for county assets:
 - Ensure the integrity of the software and data
 - Assign classes of each asset
 - Assign function of each department
 - Assign categories for each asset type
 - Establish equipment files
- Track assets: additions, deletions, transfers, and surplus.
- Maintain depreciation schedules for all assets in accordance with IRS.
- Maintain equipment replacement schedules.
- Reconcile subsidiary ledgers to county financial accounting system.
- Maintain equipment database including profit/loss records.
- Maintain monthly equipment rental schedule.
- Prepare various monthly batches for data entry.
- Assist with development of equipment rental rates.
- Reconcile and prepare annual financial statements pertaining to infrastructure.

Accounts Receivable

- Maintain Public Works' accounts receivable system:
 - Set up and maintain customer lease data
 - Post payments from receipt and in-house transfers
 - Prepare statements for past due accounts
 - Prepare year end reports for outstanding receivables
- Prepare monthly interoffice/interdepartmental billings.
- Deposit funds with County Treasurer as submitted from accounts receivable.
- Maintain the rental and lease files.

- Prepare year-end report for outstanding receivables.

Grants and Programs

- Assist in maintaining grant contract documents and supporting records.
- Monitor grant costs for state and federal eligibility requirements.
- Assist in preparing grant reimbursement requests from grant agencies.
- Notify County Treasurer of electronic payments.

Purchasing and Contracting

- Prepare Small Purchases and Small Works reports for the County Auditor.
- Monitor project contract payments for bidding requirements.
- Monitor public works project contract payments to ensure compliance with all state and federal requirements.
- Assist with annual bidding and solicitations through the Small Purchases and Small Works procedures.
- Prepare bid evaluation spreadsheets.

Other Duties

- Prepare daily deposits.
- Prepare vendor rental equipment allocation batches.
- Prepare equipment fuel allocation batches.
- Prepare accomplishment/unit of measure batches.
- Prepare monthly general ledger postings for input into the integrated accounting system.
- Perform other department-related duties as assigned by the supervisor.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- High School diploma or GED certificate
- Degree in Accounting or related field **OR** four (4) years of experience as an accounting assistant or equivalent in public sector, **AND** 30 quarter hours of college level accounting
- Equivalent education/experience may substitute for qualifications stated above
- Must have a current and valid driver's license
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience with fund accounting
- Proficient in the use of modern office equipment
- Experience with procedures and practices applicable to accounting
- Ability to maintain confidentiality of all sensitive information and records; especially employee records
- Experienced in application of basic accounting functions
- Knowledge of Budgeting Accounting and Reporting System (BARS) as prescribed by the State Auditor and General Accepted Accounting Principles (GAAP)
- Proficient in the use of computers, including Microsoft Outlook, Word, Excel and specialized software applications (QuickBooks): must have the ability to learn programs specific to the department and/or

County quickly.

- Ability to establish and maintain effective interpersonal relationships at all organizational levels and with the public.
- Ability to work effectively under pressure, meet deadlines, and adjust quickly to sudden changes and priorities.
- Ability to exercise independent judgment to assist in developing methods, techniques, and processes for evaluation of work assignments and obtaining quality results.
- Ability to produce accurate work in an open environment with frequent interruptions and constant office-level noise.

PREFERRED QUALIFICATIONS:

- Experience in cost accounting, inventory control, vehicle repair shop or governmental accounting.

WORKING CONDITIONS:

Work is primarily performed in an office setting with occasional need to work in outdoor or non-office environments. Office space is limited and requires employees to work in close proximity of each other. The position requires the ability to sit for extended periods of time, stand, walk, ascend/descend stairs or small ladders/stepstools, stoop, kneel, crouch, twist, grasp, and reach with arms and legs. Must have ability to lift, push, pull, or carry up to 25 lbs. and occasionally higher with assistance. Must be able to read printed materials and a computer screen, and have sufficient hearing and speech to communicate via telephone and in person. Safety policies and procedures must be adhered to at all times.

Work hours are standard with some weekend and evening work as needed. Vacation requests may not be granted during payroll processing dates. Regular attendance and punctuality are required.

Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight. Periodic travel will be required for ongoing training opportunities, and attendance of meetings.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Three (3) professional references and Three (3) Personal References and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

1. Please evaluate your experience in the following:

Key: E = Extensive Experience L = Limited Experience C = Considerable Experience N= No Experience

- ___ Accounts Payable
- ___ Excel spreadsheets
- ___ Accounts Receivable
- ___ Microsoft Word and Outlook
- ___ Filing

- Bank reconciliations
- Payroll
- Preparing journal entries
- Quick Books
- Monitoring Contracts
- Auditing

2. Which of the following best describes your level of experience using Microsoft Excel or similar spreadsheet program?
 - Beginner (setting up formatted worksheets and sorting data)
 - Intermediate (creating formulas, charts and graphs, pivot tables and links between files)
 - Advance (creating worksheets with decision making capabilities, macros and importing data from other sources)
 - None of the above
3. Describe your experience and training that uniquely qualifies you for the position of Fiscal Analyst (Accountant) within the Public Works Department
4. Describe your experience working with vendors to reconcile errors in invoices and give one example of how you handled a problem and/or negative situation.