



Employment Opportunity

Kittitas County, Washington

POSTED: 1/18/17

CLOSES: 2/1/17

FISCAL ANALYST

The current vacancy in the Auditor's Office is a full-time, union (Local 792CH), non-exempt position with benefits expected to begin as soon as possible. Employees in this position may be required to perform any portion of the duties listed below; assignment will depend on current workload and staffing requirements. Additional related duties may be assigned as required. Anyone who meets the qualifications stated below may apply.

SALARY RANGE: \$3,618 - \$4,134 per month

ESSENTIAL FUNCTIONS:

Auditing, Accounting and Financial Reporting

- Audits county vouchers submitted, for accuracy, budget coding, compliance with county, state, and federal requirements
- Analyze groups of expenses for all vouchers for compliance with county policy on a random basis
- Analyze and reconcile complex financial transactions
- Processes export from County Treasurer's system
 - Analyze, audit and approve batches generated from Treasurer's export
 - Balance accounts with Treasurer's system to ensure system totals are consistent with each other
- Perform internal audits for compliance of county policy in accordance with COSO i.e. Petty Cash audits
- Update General Ledger postings into the integrated accounting system
- Prepare and Analyze Cost analysis as required
- Analyze and prepare statements for the Comprehensive Annual Financial Report from the general ledger for each fund
- Prepare monthly and quarterly reports for Department of Revenue
- Research and formulate accounting policies

Accounts Payable

- Maintaining and updating accounts payable vendor file
 - Assigning numbers to new vendors
 - Requesting W-9's from vendors
 - Requesting UBI numbers from vendors
 - Updating address changes
- Auditing and approval of entered vouchers in the system and occasional inputting of vouchers.
- Processing of all accounts payable warrants including issues, voids and cancellations and direct deposits/electronic payments
- Balance Use Tax payables and general fixed assets accounts on a monthly basis from each A/P run and submitting corrections if needed
- Preparing Year-end 1099 accounts payable reports, 1042S and the IRS Schedule B

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- Preserve Accounts Payable vouchers for Records Retention based on the state schedule.
- Check vendors against the federal debarment and Department of Retirement database for retirees returning to work

Payroll

- Audit Leave Balances for all employees, between time and attendance software and financial software
- Review time sheets for accuracy according to county policy and union contracts
- Export data from the timesheets to prepare the upload into the payroll system
- Balance Gross wages for each payroll cycle
- Prepare local, state, and federal reports on a monthly, quarterly, and annual basis regarding payroll
- Modify and implement changes in the payroll system
- Verification of scanned documents in the electronic records management system
- Responsible for the records retention of payroll records as required by the state retention schedule

Property Plant & Equipment

- Maintain the automated system for county assets
 - Ensure the integrity of the software and data
 - Assign classes to each asset
 - Assign function of each department
 - Assign categories for each asset type
- Maintain Depreciation schedule for all assets in accordance with IRS and county policy
- Analysis purchases to the actual budget expenditures
- Track assets; additions, deletions, transfers, and surplus
- Prepare the capitalization report for adoption by the Board of County Commissioners
- Prepare financial statements and notes by department; function and funding for Comprehensive Annual Report
- Responsible for the records retention of the asset records as required by the state retention schedule
- Prepare Equipment Replacement schedules
- Perform on site audits for fixed asset control
- Create the list of surplus property for Board of County Commissioners approval, and upload and create a profile for items to be sold online.

Accounts Receivable

- Maintain Auditor's accounts receivable system
 - Prepare statements for past due accounts
 - Prepare year end reports for outstanding receivables
- Prepare billings reimbursement
- Preserve accounts receivable for Records Retention based on the state schedule
- Maintain the rentals, leases for the County buildings, excluding Public Works and County Fair rentals.
 - Analyze the rental dollar amount to the square footage of the occupied space and bill the appropriate occupant.
- Deposit funds with County Treasurer as submitted from accounts receivable
- Prepare monthly interdepartmental billings

Contracts Management

- Collect the A-19 billings from each agency
 - Review A-19 for accuracy
 - Review for proper vendor
- Monitor the request with balances against the total award
- Mail billing to proper agency for reimbursement
- Notify Treasurer of electronic payments
- Audit contract for commissioners approval
- Processing operating request for reimbursements
- Prepare county voucher to reimbursement county agency
- Prepare monthly report
- Prepare Federal and State Grant Accountability report at year end
- Prepare reports for each contracting agency as required
- Prepare Annual budget for Programs
- Attend meetings for agencies, if required
- Prepare and execute onsite audits of outside agencies
- Prepare annual preliminary budget for contracts

Veterans Assistance

- Maintain, and audit requests to the County Veterans Policy
- County contact for the County service officers
- Monitor RCW's for changes in the laws
- Prepare monthly reports for the service officers of clients authorized expenses
- Attend meetings with the service officers
- Audit monthly payables
- Analyze invoices and determine any outside charges that need to be reimbursed and bill veteran
- Prepare annual preliminary budget for Veterans Assistance fund

Budgets

- Review and post submitted Budget Transfers from Departments
- Gather information
- Assist in the preparation of the County's Preliminary Budget
- Assist in the preparation of the Final County Budget
- Assist Departments with budget questions

Junior Taxing Districts

- Review payment voucher submitted by Districts
- Prepare information for uploading into financial system
- Processing of warrants including issues, voids and cancellations
- Prepare District employee direct deposits per contract
- Generate and save to the Website each district their warrant reports
- Prepare and distribute budget reports for each district, (mail, email or upload to website)

Purchasing Contracts and Leases

- Maintain Small purchase roster
- Prepare reports for publication for Small Purchases and Small Works
- Monitor projects for bidding requirements
- Monitor public works jobs comply with Prevailing Wage requirements
- Gather and interpret leases to determine if they are "operating or capital" leases

- Analysis payments to the actual budget expenditures
- Prepare the annual report associated with the Long Term Debt Schedule
- Monitor the Small Works Roster and Small Purchase Roster update as requested by vendors
- Publish notices as required

Miscellaneous

- Maintain the county communication system; phone and postage system
 - Act as contact with the vendors
 - Maintain postage machine is in working order
 - Gather information for the month end billings for usage; copier, postage; and scan
- Distribute County payroll checks to employees
- Distribute Auditor's office mail
- Preparing vouchers for certain departments
- Maintain and audit the Auditors till account, revolving account and advance travel
- Scanning of accounting records into electronic records management system
- Perform other duties as assigned by the supervisor

MINIMUM QUALIFICATIONS:

- High School diploma or GED certificate.
- Degree in Accounting or related field **OR** (4) year of experience as an accounting assistant or equivalent in public sector, **AND** 30 quarter hours of college level accounting
- Equivalent education/experience will substitute for all minimum qualifications
- Valid Washington State Driver's License
- Must be bondable
- A criminal history and 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
- Knowledge 2 CFR 200 Federal Uniform Guidance
- Experience with procedures and practice applicable to accounting
- Ability to maintain confidentiality of all required information and records; especially employee records
- Knowledge of HIPAA confidentiality requirements and personal penalties
- Experience of basic accounting functions
- Knowledge of Budgeting Accounting and Reporting Systems (BARS) as prescribed by the state auditor and General Accepted Accounting Principles (GAAP)
- Knowledge of asset accounting including depreciation as prescribed by GAAP
- Proficient in 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 in priorities
- Ability to exercise independent judgment in developing methods, techniques, and

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- 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

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, 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.

Must adhere to the County *Personal Appearance* policy and office dress code policy.

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. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS:

(1) One of the duties of this position is contracts management. Please explain any experience you have had in monitoring, auditing and enforcing contracts for fiscal compliance.

(2) Please rate your experience with the following software products (1- beginning up to 5 -expert)

- Excel
- Word
- Outlook
- PowerPoint
- Adobe PDF

(3) Please explain your philosophy on work ethics and internal controls.