



# Employment Opportunity

Kittitas County, Washington

**POSTED: 7/12/2017**

**CLOSES: Open until filled**

## **FISCAL TECH III**

The current vacancy in the Treasurer's Office is a full-time, union (Local 792-CH), non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening of applications will commence on **July 19<sup>th</sup>, 2017**.

**SALARY RANGE:** \$3,749 - \$4,272 per month

### **ESSENTIAL FUNCTIONS:**

#### **35% Responsible for daily financial accounting and recording of revenue, disbursements, and fund transfers**

- Issue and monitor receipts for all miscellaneous revenues.
- Process all transfers from Auditor's and Treasurer's Office, and other county entities.
- Maintain computer spreadsheets, Quicken Checkbook and cashbook ledger, detailing revenues received.
- Balance daily computer reports to cash drawer, and prepare a bank deposit.
- Maintain computer spreadsheets for all deposits and withdrawals to and from the Treasurer's Trust, suspense funds, and state tax fund accounts.
- Process NSF checks.

#### **25% Responsible for maintaining and monitoring the Treasurer's cash book ledger and recap reports, and distributing revenues for all county funds and junior taxing districts**

- Maintain Treasurer's cashbook general ledger and detailed recap reports on a daily, monthly and yearly basis.
- Create any new state, county and taxing district funds.
- Prepare reports of revenues and issue EFT's monthly for cities, irrigation district, sewer district, Department of Nature Resources, other counties and the State Treasurer.
- Distribute copies of Treasurer's general ledger to Treasurer, Auditor, County Commissioners and taxing districts on a monthly basis.
- Advise the Treasurer, Auditor, or taxing districts of any financial problems that appear in the Treasurer's general ledger.
- Prepare year-end reports on all cash/revenue activity and long-term debt for county Auditor's budget supervisor.

#### **20% Responsible for other functions within the Treasurer's Office and perform the duties of other positions as needed**

- Review supplement and modify batch reports for accuracy, and submit refund checks.
- Maintain suspense accounts.
- Maintain filing system for suspense account activity while reconciling the balance weekly.
- Assist in answering incoming telephone calls from taxpayers, title companies, realtors and

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other county departments, concerning inquires on excise affidavits, and property taxes.

- Assist with general receptionist and cashier duties, including the processing of excise tax affidavits.
- Assist in the annual process of distributing tax, special assessment and TV statements, including the preparation for any mailing conducted in-house.
- Assist in the process of posting payments for taxes, assessments, and TV.
- Perform any other duties as assigned by the Treasurer or Administrative Assistant.
- Answer all questions from county, districts, and State concerning LOCAL Program.
- Assist county departments and districts with the LOCAL application process.
- Create new funds and payment schedules, monitoring for accuracy.

**10% Responsible for monitoring of long term debt for bond funds**

- Process and balance all bond and interest payments.
- Converse with legal bond council, bank and entity when setting up and settling a new bond issue.

**10% Responsible for maintaining and the collection of taxes and special assessments for bankruptcy cases filed for Kittitas County.**

- Review notices received from the bankruptcy court to determine action to be taken.
- Converse with trustees, attorneys, and bankruptcy courts pertaining to collection and status of tax and assessments.
- Complete claim forms to be returned to the bankruptcy court.
- Converse with the Prosecutor's Office if a case needs legal rulings and file objections when necessary.
- Monitor collection activity in Treasurer's Office
- Update post-petition taxes for all cases pending on a yearly basis.
- Interpret bankruptcy cases for taxpayers and office personnel.
- Maintain bankruptcy reference manuals with up to date information.

**Perform other duties as assigned.**

*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 AND four (4) years of college level accounting or bookkeeping; OR four (4) years of experience in a position that regularly utilized accounting/bookkeeping skills; OR a combination of the education/experience listed that meets the four (4) year requirement.
- Experience utilizing single and double entry accounting to conform with B.A.R.S. and G.A.A.P.
- Prior cash handling experience.
- Must have a current and valid driver's license.
- 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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Proficient with computers including Microsoft office programs, with an emphasis on Microsoft Excel, and ability to learn other programs specific to the office or County quickly.
- Ability to communicate effectively and professionally in verbal and written form.

- Ability to multitask with frequent interruptions.
- Accuracy and attention to detail are critical.
- Ability to read and interpret policies, regulations, and legal terminology.

**PREFERRED QUALIFICATIONS:**

- BS Degree in Accounting.
- Knowledge of government funding, bonds, collections, and disbursements.
- Four years' experience working with revenues and disbursements in a public agency.

**WORKING CONDITIONS:**

Work is primarily performed in an office environment; regular interaction with employees and the public; periods of increased activity and exposure to angry or emotional customers. 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. 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. 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 meeting attendance.

Work is typically scheduled within regular business hours, with some weekend and evening work as needed. Regular attendance and punctuality are required.

Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume; 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.**

**SUPPLEMENTAL EXAM QUESTIONS:**

- 1) Describe your ability to maintain focus and produce accurate work in a fast paced environment with frequent interruptions. Include how you keep track of multiple projects when you are pulled away from them midstream, and provide an example of how you have been successful in a similar environment in the past.
- 2) Describe your cash handling experience. Please explain where you gained this experience (employment, school, volunteer functions, etc.), how many months or years you have been responsible for handling cash, and the volume of the transactions.
- 3) Provide an example of a time where you had to articulate politely and accurately a problem to a customer that did not have a positive resolution. Describe how you handled the situation and the outcome.

- 4) This position requires, at minimum, the ability to use Microsoft Office programs at a basic level. 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
- 5) Please describe your experiences, education, and training you have that support and strengthen your application for this position.