

Walla Walla County Position Description

JOB TITLE: Assistant Manager of Finance

DEPARTMENT: Auditor's Office

REPORTS TO: Chief Finance Manager

PAY GRADE: 6, Full-time (40 hours/week); Courthouse Union; Benefits apply

JOB SUMMARY: This position acts as back up to the Chief Finance Manager overseeing the accounting, auditing and clerical financial functions for county funds and various taxing districts in the county. Performs complex accounting activities requiring professional competency. Serves as backup payroll officer in the absence of the Chief Finance Manager. As part of the office administrative group in a confidential environment, this position assists in the development and implementation of internal policies; analyzes and audits financial records for completeness and conformance to rules, regulations, policies and procedures, specifically those related to financial functions. Work involves contact with employees, department heads and elected officials, and representatives for fire, irrigation, and other taxing districts.

SUPERVISORY RESPONSIBILITIES: Work is performed independently, supervision is provided indirectly to other county departments remitting financial data and information.

ESSENTIAL FUNCTIONS:

- Audits vouchers, invoices, receipts and other claims for payment.
- Issues Accounts payable warrants.
- Ensures all W-9s and personal services contracts are on file prior to payment of warrants.
- Balance and produce 1099s at year end.
- Assists Chief Finance Manager with payroll for county departments, fire, irrigation and other miscellaneous district employees; process changes, prepare a variety of subsidiary payroll reports; balances payroll benefits and deductions.
- Processes payroll in the absence of Chief Finance Manager.
- Assists Chief Finance Manager in processing accounts payable for miscellaneous districts, issues warrants and prepares various accounts payable reports.
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EXAMPLE OF DUTIES:

- Contacts county departments, fire, irrigation, and miscellaneous district personnel to resolve problems, inaccuracies, missing, and inconsistencies in documents and transactions.
- Works with budgets adding accounts, posting adjustments and reconciling against annual budget document.
- Provides user support for county departments using the EDEN financial system.
- Assists with preparing county cost-allocation plans for utilization with county departments.

- Assists with balancing year-end reports to IRS, Social Security and produce employee W-2s.
- Other duties as assigned.

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, Microsoft Office Suite and other assigned equipment where both speed and accuracy are necessary.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work is performed in the usual office environment. Must be able to sit for extended periods; bend, reach, stand and lift up to twenty-five (25) pounds. Requires visual and hearing acuity levels to operate personal computer and other office equipment and manual dexterity sufficient to perform functions of the position. Requires sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- High level knowledge of principles, practices and procedures for accounting and accounts 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 in general payroll procedures, budgeting processes and Washington State BARS.
- Ability to make rapid and accurate mathematical calculations; evaluate and correlate large volume of written and numerical data.
- Ability to establish effective working relationships with county personnel and other public agencies for which work is performed.

EDUCATION AND EXPERIENCE: Associate Degree (Bachelor's Degree preferred) in Accounting or related field, five (5) years' payroll and accounting experience in double entry Fund Accounting for Washington State BARS (Budgeting, Accounting, Reporting System) or equivalent, or a combination of education, experience and training that provides the skill level 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.