

<b>EXEMPT (Y/N):</b>	No	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Finance	<b>CLASSIFICATION:</b>	030B
<b>SUPERVISOR:</b>	Director, Finance	<b>SALARY RANGE:</b>	22
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform a variety of duties involving accounts payable, accounts receivable, bookkeeping, record keeping, purchasing, payroll and cashing duties. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Process accounts payable including reviewing claims, matching them to purchase orders, preparing checks for signature, processing ACH payments, mailing payments and maintaining payables files.

Request new vendor creation and maintain vendor records in filing system.

Support Fixed Asset record keeping as required. Maintain vehicle inventory, files and titles.

For Transfer Station, process monthly invoices, maintain daily revenue logs and customer records, perform annual and any other required reconciliations of customer accounts, maintain customer accounts in software, trouble shoot requests and needs from Transfer Station or Transfer Station customers.

Issue purchase orders. Maintain relationships with vendors. Maintain supply stores and cost out bills.

Set up gasoline accounts. Perform other duties related to County purchasing as directed.

Receive and receipt property tax payments. Balance monies received and prepare bank deposits.

Assist employees and citizens at counter and over the telephone regarding tax and assessment questions. Respond to questions, provide general information and forms and discuss procedures related to tax and assessment issues.

Process monthly payroll, including data entry, as needed.

Assist with accounting and tax functions as required.

Perform Mail Room duties such as distributing and processing mail, adding postage to postal equipment and billing out costs to departments. Coordinate functions with others as appropriate.

Perform various clerical support duties, such as County-wide mail handling, departmental filing, processing department correspondence and answering telephones.

Create and maintain process documentation for all County processes conducted on routine basis in accordance with Continuity of Operations Planning (COOP) standards.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a normal responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work under the direct supervision of the Finance Director who assigns duties and reviews work. \*Depending on the area of assignment or work currently performed, this position may be directly supervised by the Accounting Service Manager and/or the Tax Collector.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Associate's degree in accounting or related field with at least two years of work experience in accounting or equivalent to high school graduation with at least three years of work experience in accounting. At least one year of work experience for the Columbia County (or other Oregon County) Tax Office. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of office procedures, elementary accounting, arithmetic and payroll rules and regulations. In depth familiarity with the use of computers and business software such as computerized accounting systems, word processing and spreadsheets.

Ability to correlate and evaluate a large volume of written and numerical data and to prepare accurate reports. Ability to perform accurate data entry and mathematical and accounting calculations and provide change. Ability to act in such a manner as to maintain the confidentiality of the records and issues which may be encountered. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.