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| EXEMPT (Y/N): | No | JOB CODE: | CSC |
| DEPARTMENT: | Finance & Taxation | CLASSIFICATION: | 030A |
| SUPERVISOR: | Accounting Services Manager | SALARY RANGE: | 21 |
| UNION (Y/N): | Yes | LOCAL: | AFSCME 1442 |

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

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

Weekly review and process departments' invoices after being authorized for payment. This includes: verifying authorized approvals, general ledger account numbers, dates, amounts, vendors and addresses before submitting for approval.

Issue checks once invoices are approved.

Upload checks to the bank and log in the check register. Provide weekly check register to the Board of Commissioners for approval.

Responsible for establishing and maintaining vendor files, including any remittance and/or name updates as needed. Statement reconciliation with vendors on an as-needed basis.

Prepare journal entries on an as needed basis to process intergovernmental service (IGS) invoices from one County department to another, and adjust any accounts payable entries.

During the County's annual audit process, assist with sample pulls during field visits and year end payable entries.

Maintain and update Finance and Tax documents on Intranet and County website.

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

Assist the Procurement Specialist in stocking the supply closet and accounting for office supplies used in various departments. This includes processing quarterly supply cabinet reconciliations for supplies used.

Assist Accounting Services Manager with yearly Washington DOR tax refund, including document collection throughout the year as well as compiling information based on accounting software reports.

Maintain annual fiscal documentation for Accounts Payable, appropriate documents based on record retention schedule and coordinate disposal when due.

Keep track of fuel surcharge taxes to ensure charges from fuel suppliers are correct.

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.

Maintain regular attendance during the assigned work schedule as an essential requirement of this

position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

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

SUPERVISION RECEIVED: Work under the direct supervision of the Accounting Service Manager who assigns duties and reviews work.

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.

EDUCATION and/or EXPERIENCE: High school education with additional training in the accounting or bookkeeping field. Some college preferred, but not required. At least two years of work experience in accounting or bookkeeping. 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 bookkeeping. In depth familiarity with the use of computers and business software such as accounting systems, word processing and spreadsheets.

Must be able to multi-task and adapt to a busy work environment. Attention to detail is critical and must be able to maintain focus in situations where many interruptions may occur.

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.

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.

General office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***