



## FRANKLIN COUNTY JOB POSTING Accounting Assistant II

<b>Open Date:</b> July 28, 2022	<b>Location:</b> Franklin County Courthouse 1016 N 4 <sup>th</sup> Ave Pasco, WA 99301
<b>Close Date:</b> August 12, 2022	<b>Type:</b> Full-Time, Bargaining
<b>Reports to:</b> Accounting Supervisor	<b>FLSA Status:</b> Non-Exempt
<b>Salary and Benefits:</b> Grade 13, Starts at \$20.37/hour; Full benefits package	

### SUMMARY

The Accounting Assistant II works with Auditor's Office staff, various departments throughout the County, and outside agencies to perform a variety of staff accounting assignments in the functional area of accounts payable, and works accurately within established deadlines, enforcing compliance with county codes, policies, and budget as well as federal and state regulations.

### ESSENTIAL FUNCTIONS OF THE JOB

- Audits, and processes accounts payable for county and taxing district expenditures, ensuring accuracy and compliance to the Washington State Auditor Budgeting, Accounting Reporting System (BARS) coding structure and legality.
- Audits and reconciles purchasing card statements, travel and other vouchers and backup to ensure compliance with Franklin County Travel and other policies.
- Reconciles monthly employee benefit billings. Audits and verifies data in reports, researching, analyzing, and coordinating with internal partners and insurance carriers to identify and correct any discrepancies.
- Audits outstanding warrants monthly, composing and sending correspondence and processing Lost Warrant Affidavits and other reversals to reprocess corrected payments as necessary.
- Maintains annual signature authorization database for county departments and special purpose districts, ensuring that Franklin County personnel responsible for department level auditing comply with auditing procedures and have proper authorization to expend public money from all county funds.
- Monitors department financial activity and budgets to ensure designated budget category compliance related to over-expending. Notifies appropriate individuals of projected or actual budget shortfalls.
- Maintains departmental records including files, lists, logs, and other recordkeeping/informational systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of assigned operations according to current department and County practices.
- Responds to internal and external requests for information by researching, reviewing, analyzing, tracking, reconciling, communicating interpretation and providing reports or financial statements as necessary within scope of authority.
- Prepares monthly and quarterly state and federal tax returns, including but not limited to Employment Security, excise, worker's compensation, Washington State Paid Family Medical Leave (WAPFML), and IRS 941 tax returns.
- Prepares, verifies, and submits accounts payable and payroll information and cover sheets to the Board of County Commissioners for approval and recording into the official County record.

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- Assists with financial system development meetings and testing of software upgrades and updates. Works with internal and external partners to ensure system functionality.
- Trains and assists other departments and agencies with county financial software and procedures with regards to area of assignment. Troubleshoots and resolves minor user technical problems with the financial system and escalates to the appropriate person as the situation dictates.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of accounts payable processing, terminology, and confidentiality relating to HIPAA (Health Insurance Portability and Accountability Act).
- General knowledge of principles, practices, and techniques and related to tools, equipment, and technology as they relate to area(s) of assignment according to current department and County practices.
- General knowledge of accounting standards and guidelines outlined in the Washington State Auditor's Office Budgeting, Accounting Reporting System (BARS) Manual as it relates to the area(s) of responsibility.
- Proficient skills in troubleshooting and resolving issues or problems by analyzing problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions and implementing recommendations in support of goals.
- General time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient computer skills in Word, Excel, Outlook, the internet for research, and the ability to learn and develop proficient skills in the current county-wide financial software.
- Ability to compute gross pay, overtime, comp time, medical aid hours, and other payroll deductions.
- Ability to learn system-wide financial software to prepare financial reports and perform fiscal operations.
- Ability to maintain the confidentiality of sensitive and/or confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively orally and in writing.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.

#### **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.

- Work may be performed in the following environmental conditions:
  - constantly: in an office environment, and
  - occasionally: near moving mechanical parts.
- The noise level in the work environment is usually moderate, a typical office environment.

#### **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.

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The person in this position must be able to:

- spend the following amount of time in an activity:
  - constantly: sit for extended periods of time and use hands and/or fingers to handle, feel, or operate equipment or tools, and
  - frequently: talk or hear and reach with hands and arms, and
  - occasionally: stand or walk for extended periods of time, climb, pull, push or balance, stoop, kneel, or crouch.
- carry or transport up to 20 pounds occasionally.
- have peripheral vision, depth perception, the ability to adjust focus, and have close vision (1-20 inches) and distance vision (20 feet or more).

#### **QUALIFICATIONS**

##### **REQUIRED EDUCATION AND EXPERIENCE**

- Associate's degree in business, accounting, or related field.
- Two years of progressively responsible payroll, bookkeeping or general accounting experience.
- Experience with accounts payable, purchase orders, and encumbrance systems.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

##### **PREFERRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in accounting, business, or related field

##### **LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS**

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.

#### **OTHER DUTIES DISCLAIMER**

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

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*Refer to Franklin County Website for complete job posting and application instructions.*

*APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:  
Franklin County Human Resources • 1016 N.4<sup>th</sup> Avenue, A101 • Pasco, WA 99301 • 509-546-5813*

*OR DOWNLOAD FROM THE COUNTY WEBSITE AT: [www.co.franklin.wa.us](http://www.co.franklin.wa.us)*

*E-MAIL COMPLETED APPLICATION PACKAGE TO: [hr@franklincountywa.gov](mailto:hr@franklincountywa.gov)*

*Selection based on qualifications, interview, background checks and drug screening, where applicable.*

**FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.