

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ACCOUNTING INVESTMENT TECHNICIAN -TREASURER**

Spec No. 6381

### **BASIC FUNCTION**

To receive, process, and reconcile state pool investments requests for the County and junior taxing districts. Responsibilities include maintaining financial and investment data for the state pool, preparing reports, researching and monitoring district cash position.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Processes investment requests for county including junior taxing districts on a daily basis and monitors district cash.
2. Distributes monthly interest earned to participants in the state pool investment portfolio; performs month end and year-end balancing of portfolio to general ledger; prepares monthly and year-end status reports of investment balances and activities for distribution to districts.
3. Prepares, calculates, and distributes cash and interest earned on accepted time schedules to the cities and appropriate Tax Code Areas (TCA's) for the sale of timber, timber tax, and leasehold tax; prepares State Remittance Form A8-4 for all State funds and Real Estate Tax.
4. Processes accounting entries to the general ledger for all investment pool participants to confirm adequate cash is available for daily business needs, such as warrants, debt service, and banking fees.
5. Maintains data for all debt service on a monthly basis, including ongoing balance of bonds, bond issues and fiscal agency records; processes accounting entries to the general ledger for investment transactions, debt service, banking and merchant fees; processes journal vouchers (JV's) for transfer requests by junior taxing districts.

### **STATEMENT OF OTHER JOB DUTIES**

6. Prints property refund checks for overpayment of property taxes and unclaimed property checks; prepares appropriate corresponding reports for QuickBooks registers.
7. Assists the public with questions regarding the Revised Code of Washington chapters; direct taxpayers to the appropriate departments at County, State and Federal level.
8. Performs other job related duties as assigned.

### **MINIMUM QUALIFICATIONS**

One (1) year of office experience with accounting and bookkeeping or closely related experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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#### **PREFERRED QUALIFICATIONS**

Ten (10) key data entry with accuracy of 90%.

#### **SPECIAL REQUIREMENTS**

A typing score of forty-five (45) words per minute (wpm) is required.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Microsoft Office programs including Access, Excel and Word
- practices, terminology and principles of bookkeeping
- county standard computer systems and software
- specific software applications used in business or accounting functions
- standard office equipment
- investment terminology
- cashiering methods and practices
- cash control and security
- internal and quality control methods and standards
- specialized knowledge in the area of assignment
- basic accounting, recordkeeping and bookkeeping practices and standards

Ability to:

- establish and maintain effective working relationships with elected officials, management, peers and the general public
- read, interpret and apply relevant federal, state and local laws, rules and regulations
- communicate effectively verbally and in writing
- maintain records and prepare related forms, applications, documents, statements and reports
- learn and retain complex procedures, laws and regulations
- clearly explain policies, procedures and schedules
- work independently
- understand and follow oral and written instructions
- read, interpret and categorize data
- meet deadlines, prioritize workload, cope with interruptions and work in a high pressure environment
- maintain ethical and professional standards of the office and county
- maintain records and prepare required reports

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#### SUPERVISION

Employees receive general supervision from the Investment Officer and the Treasury Accounting Manager or designee as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee receives specific instructions for new or unusual assignments.

#### WORKING CONDITIONS

The work is performed in the usual office environment with six (6) + hours or more per day focusing on a computer screen. May be required to lift up to 50 pounds. May be required to occasionally work offsite.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2014

Revised: May 2017

EEO Category: 6 – Administrative Support

Pay Grade: 308 – Clerical Pay Plan

Worker's Comp: 5306 – Non-Hazardous