

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **ACCOUNTING SPECIALIST - TREASURER**

Spec No. 6380

#### **BASIC FUNCTION**

Responsible for Treasurer daily banking and accounting duties with a broad knowledge of accounting, accounting principles, internal controls and processes that range from moderate to complex. Works daily with the Treasurer's accounting and investment staff, Snohomish County Finance department as well as outside district agencies such as schools and hospitals.

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

##### **BANKING DUTIES:**

The primary function is to balance warrants issued (county and tax district checks) and warrants redeemed. Responds to all inquiries from banks, Snohomish County Finance and outside agencies. Initiates, researches, reports and resolves fraudulent activity.

1. Reconciles and compares county general ledger and individual district bank accounts daily to verify that issued warrants balance and to identify any fraudulent activity and notifies law enforcement; reconciles daily bank statements to verify that credit/debit requests have been correctly applied to bank accounts.
2. Maintains updated information for banking relationships and finance management both internally and externally; handles sensitive and confidential information pertaining to payroll and checking accounts for the county and outside agencies.
3. Prepares daily general journal entries for all warrant activity; maintains district databases for all outstanding warrants; compiles, analyzes and processes monthly encoding bank errors; submits debit/credit memos to the banks and journal voucher to general ledger; reviews bank statements daily to ensure corrections are made.
4. Distributes and cancels payable warrants when necessary; prepares journal entries for payroll, claims and accounts payable.
5. Prepares school and hospital districts month end warrant financial reports.

##### **ACCOUNTS PAYABLE DUTIES:**

The primary function is to process, research, document, and reconcile accounts payable in compliance with all County Finance policies.

1. Audits payment vouchers and expense claims for employees and outside vendors for accuracy and compliance with county, state and federal statutes; balances, batches and inputs vouchers for financial system processing; processes all purchase and field orders.
2. Serves as Treasurer's Office liaison for Accounts Payable and the Purchasing Department.

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#### STATEMENT OF ESSENTIAL JOB DUTIES (continued)

3. Documents and reconciles purchase card expenses with receipts prior to requesting payment; maintains custody of department purchase cards.
4. Determines appropriate financial codes and enters financial data, creates A/P batches while adhering to county procedures.
5. Updates vendor names and maintains proper signatures.
6. Distributes and cancels payable warrants when necessary.
7. Processes all purchase requisitions and field orders identifying priority or time sensitive items to ensure timely payment.

#### STATEMENT OF OTHER JOB DUTIES:

1. Researches and resolves accounting problems and issues.
2. Researches and summarizes technical information from varied sources including WSIPC (Washington Schools Information Processing Cooperative) software and files brought in from outside agencies; compiles data using spreadsheets or databases.
3. Prepares notices, reports, letters, forms, and documents.
4. May perform all the duties of lower level employees including investment entry backup.
5. Performs related duties or special projects as requested.

#### MINIMUM QUALIFICATIONS

A minimum of three (3) years office experience in accounting; broad knowledge of RCWs pertaining to Treasurer fiscal responsibility and tax billing and collection is required; OR, any equivalent combination of education or experience to meet the required knowledge and abilities. Must pass job related tests.

Ten (10) key data entry with accuracy of 90% and typing score of forty-five (45) words per minute (wpm) required.

#### PREFERRED QUALIFICATIONS

A minimum of three (3) years office experience in government accounting is preferred.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- investment software and investment entry process;
- government double entry accounting systems;
- broad knowledge of accepted accounting policies, procedures and internal controls.

Ability to:

- balance multiple bank accounts;
- answer questions, explain procedures, policies and schedules;
- locate and provide information from county records to authorized parties;
- prioritize workload to meet strict deadlines;
- work with district staff and law enforcement to report fraudulent activity;
- organize complex material and present in a clear concise logical manner;
- communicate with tact and diplomacy;
- negotiate resolutions with Districts;
- use organizational time management and problem solving skills;
- communicate both verbally and in writing;
- maintain ethical and professional standards of the office and county; establish and maintain effective working relationships with elected officials, management, peers and the general public;
- maintain confidentiality.

### SUPERVISION

Employees in this classification receive general direction from an administrative supervisor as assigned. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. Employee makes decisions independently with minimal oversight.

### WORKING CONDITIONS

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

EEO Category: 6 - Administrative Support

Pay Grade: 310 - Clerical Pay Plan

Worker's Comp: 5306 – NonHazardous