San Juan County
Invites Applications for:
GL Accountant

<table>
<thead>
<tr>
<th>Position:</th>
<th>GL Accountant (Financial Clerk IV)</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Auditor’s Office</td>
</tr>
<tr>
<td>Type:</td>
<td>Regular, benefits, full-time (40 hours week), FLSA Non-Exempt</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Range H-7  ($21.85 - $28.37 per hour)</td>
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<tr>
<td>Bargaining Unit:</td>
<td>Local 1849</td>
</tr>
<tr>
<td>Opening Date:</td>
<td>December 29, 2014</td>
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<tr>
<td>Closing Date:</td>
<td>Open until filled.</td>
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Submit Completed Applications to:
Human Resources, County Administration
350 Court Street, #5 (mailing address)
55 Second Street, Room 206 (office location)
Friday Harbor, WA  98250
FAX: (360) 370-5085

For information and application materials, contact:
www.sanjuanco.com or (360) 370-7402

EMPLOYMENT APPLICATION: An application form is required for all County job openings. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate application form is required for each position. Applicants may attach other information that will assist us in the review and selection process. Such information might include a cover letter, resume and/or references.

BENEFITS: The County provides a comprehensive benefits package with medical, dental and vision coverage for regular employees, and medical coverage for eligible dependents. Vacation accrual begins at eight (8) hours per month and increases with years of service. San Juan County’s holiday schedule recognizes eleven (11) days per year (one of which is a personal holiday). Sick leave is accrued at eight (8) hours per month. There is automatic enrollment in the Washington State retirement system. Leave benefits are pro-rated for part-time employees.

San Juan County is an Equal Opportunity Employer.

Please let us know if you need any accommodation to participate in the application process.
BASIC FUNCTION: Performs accounting functions for San Juan County relating to general accounting of revenues and expenditures, assuring compliance with federal, state and local accounting procedures and consistent with generally accepted accounting principles. Coordinates financial reporting functions for San Juan County and prepares annual financial statements submitted to the WA State Auditor’s office. Maintains the general ledger for San Juan County and assists the junior district financial clerk(s) in maintaining the general ledger for the junior taxing districts. Assists in maintaining grant accounting records for San Juan County. Manages the County’s Septic and Housing loan funds. All responsibilities require understanding and performing complex accounting, administrative and financial management work. Works independently under the general direction of the County Auditor and Chief Deputy Auditor.

MINIMUM QUALIFICATIONS: Bachelor’s degree with an emphasis in accounting plus at least four years of progressively responsible experience in administrative/accounting work, or any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job. Demonstrated ability to work independently, prioritize and set schedules in a multi-task environment. Excellent communication skills and the ability to work effectively within a team. Proficiency in Microsoft Excel and Word, familiarity with the use of email and internet.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. FINANCIAL REPORTING: Plans, organizes and performs financial reporting functions for San Juan County and acts as liaison between San Juan County and the State Auditor’s Office. Has principal responsibility for preparing and submitting the County’s Annual Report to the State Auditor. Maintains supporting documentation in accordance with records retention schedules and State Auditor requirements. Assists the Grants Administrator with the preparation of the annual federal and state grant reporting schedule.

*2. Daily and Monthly Accounting Responsibilities include, but are not limited to:
   a) Maintains the general ledger in accordance with the State Auditor’s Budgeting Accounting and Reporting System (BARS), including creating and updating new and existing accounts; creating and/or reviewing, and timely posting of, journal entries; creating and maintaining non-grant project codes; and monitoring accounts and accounting transactions;
   b) Opens and closes accounting periods;
   c) Reviews and imports financial transactions from other County computer systems such as cashiering, recording, permitting, and property tax collections;
   d) Performs reconciliations or reviews reconciliations of other staff;
   e) Provides accounting and technical assistance to all departments, as needed;
   f) Reviews and approves voided warrants and processes related journal entries;
   g) Maintains documentation supporting accounting transactions in accordance with State Auditor requirements and records retention schedules;
   h) Processes invoices and deposits revenues as needed;
   i) Serves as the primary liaison with the Treasurer’s Office.

*3. Year-End Accounting Responsibilities include, but are not limited to:
   j) Closes out funds and cash accounts for SJC and Junior Districts;
   k) Reconciles and/or records long-term debt activity, fair activities, personnel benefits, banking and other year-end accounting transactions in the system;
   l) Prepares year-end closing entries, rolling account balances forward to the new fiscal and calendar year and opening new accounting years;
   m) Other year-end accounting activities for SJC and Junior Districts, as needed.

*4. *Housing and Septic Loan Programs: Manages the Septic Housing and Loans Fund. Serves as financial manager for Affordable Housing and Septic Repair loan programs, including processing of financial paperwork and maintaining custody of permanent records. Working with third-party loan administrator (septic loans only), records loans issued, tracks balances, receives payments, calculates loan payoffs, and pays third-party administrator invoices.
Approves payments for septic loan invoices, submits reimbursement requests to Department of Ecology (DOE) for grant funds, and processes long-term debt payments to DOE. Creates and annually updates balance sheet accounts. Manages fund balances and invests available funds. Prepares quarterly activity reports for the housing and septic loan program managers. Also, when needed, acts as the financial manager for pass-through grants. Prepares annual budget for the Septic Housing & Loans Fund.

*5. **Grants:** Performs limited grants accounting in support of SJC Grants Administrator. Assists in updating grant spreadsheets including calculating ending balances for carry-forward from year-to-year, and assists as needed in closing out grant projects.

6. Provides input to devise, implement and update the County's accounting system, in light of County operations and user objectives, consistent with generally accepted accounting principles and State of Washington accounting requirements.

7. Assists in administration of accounting functions in the absence of the Chief Deputy Auditor and County Auditor.


*9 Acting within the scope of his or her responsibilities, works as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

10. Other duties as assigned by the Auditor.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

**PHYSICAL AND MENTAL REQUIREMENTS:** Extended periods of sitting while working on a computer. Requires continuous hand and finger movement, including use of keyboard and mouse to navigate through financial programs. Requires the ability to calculate basic and complex math problems. Frequent walking to/from various departments and other County buildings. Must be able to lift up to 10 pounds. Must be able to meet and deal with the public, County employees, other governmental and private entities in a professional and courteous manner. Must be able to receive and understand written and oral communication and give written and oral instruction. Requires visual acuity at 20 inches or less.

**EQUIPMENT REQUIREMENTS:**

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<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tbody>
<tr>
<td>Computer</td>
<td>7.5</td>
<td>Daily x</td>
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<tr>
<td>Calculator</td>
<td>.5</td>
<td>Daily x</td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>3</td>
<td>Weekly x</td>
</tr>
<tr>
<td>Copy machine &amp; printer</td>
<td>3</td>
<td>Monthly x</td>
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**WORKING CONDITIONS:** Work is performed in an office environment, with local and out-of-County travel for training or meetings.