SAN JUAN COUNTY
POSITION DESCRIPTION

CLASSIFICATION: Financial Clerk II
OCCUPATIONAL GROUP: 3
PAY RANGE: H-5
BARGAINING UNIT: Local 1849

Position Title: Accounts Payable Clerk, Junior Districts
Date: Revised September 2007
Reports to: Chief Deputy Auditor
Department: Auditor’s Office
FLSA Status: Nonexempt
Positions Supervised: none

BASIC FUNCTION: Audits and processes accounts payable for 22 junior taxing districts. Performs annual budget preparation for districts using a computerized accounting system. Maintains budget status and awareness of actual funds available for expenses for districts throughout the year. Advises district administrators on vendor requirements, contract administration, and personnel matters. As a public employee, will adhere to the highest standard of ethics in accordance with RCW 42.52.

MINIMUM QUALIFICATIONS: High school diploma or G.E.D. and four years of progressively responsible secretarial/accounting work experience, or any equivalent combination of education and experience which demonstrates the ability to perform the essential functions of the job.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Audits accounts payable for 22 junior taxing districts to ensure proper documentation, approval, and validity of all expenditures in accordance with County and State Auditor standards. Uses spreadsheets to track budget and contracts.
*2. Enters and pays expenses for junior districts using a computerized accounting system.
*3. Assists junior districts with annual budget preparation.
*4. Maintains budget status and awareness of actual funds available for expenses throughout the year for junior districts.
*5. Functions as liaison between district administrators and County Auditor, working closely with district administrators to accomplish all accounting support processes.
*6. Creates and maintains districts’ accounts payable and budget files and county redeemed warrants files.
*7. Backs up junior taxing district payroll clerk.
*8. Bills junior districts annually for use of envelopes, postage and warrant stock.
*9. Advises junior taxing district administrators on contract administration and vendor requirements.
*10. Coordinates state audit between San Juan County, junior districts, and State Auditor.
*11. Acts within the scope of his or her responsibilities, working 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.

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

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Position Title: Financial Clerk II – Accounts Payable Clerk, Junior Districts

Weekly hours may vary based on job requirements.

**PHYSICAL AND MENTAL REQUIREMENTS:** Requires frequent sitting at computer terminal, with some standing and walking. The employee is occasionally required to lift objects weighing up to 10 pounds and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to frequently calculate mathematic problems.

**EQUIPMENT REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone / Fax</td>
<td>up to 1.5</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.15</td>
<td>x</td>
</tr>
<tr>
<td>Computer</td>
<td>up to 8.0</td>
<td>x</td>
</tr>
<tr>
<td>10 Key Calculator</td>
<td>up to 1.0</td>
<td>x</td>
</tr>
<tr>
<td>Typewriter</td>
<td>.15</td>
<td>x</td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS:** Normal air conditioned office situation.