Position Title: Financial Clerk IV (Chief Accountant)  Date: Revised 8/2007

Reports to: County Auditor  Department: Auditor

FLSA Status: Local 1849  Positions Supervised: none

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. Maintains the general ledger for 22 Junior District funds. Coordinates financial reporting functions for San Juan County funds and prepares annual financial statements submitted to the WA State Auditor’s office. Maintains grant accounting records for County departments. Manages the County’s Septic and Housing loan funds. Performs complex professional accounting, administrative and financial management work to provide the necessary financial reporting information of County operations. Works independently under the general direction of the County 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. Proficiency in Microsoft EXCEL and WORD, use of email and internet.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Plans, organizes and performs financial reporting functions for San Juan County. Prepares Balance Sheets, Financial Statements and required supplemental schedules to reflect assets, liabilities, operations and fund balances of all San Juan County funds. Coordinates submission and prepares most schedules for State Annual Report submitted to Washington State Auditor’s Office.

*2. Serves as grants accountant for San Juan County. Reviews grant contracts. Reviews and monitors individual grant activity by fund and maintains grant accounting records for San Juan County, approximately 50 grants totaling over $2.5 million annually. Provides technical assistance, direction and training to grant managers and prepares monthly Grant Report Summaries by department. Balances the County Grants Clearing Fund on a monthly basis. Prepares journal entries to correct account coding errors. Tracks and transfers grants fringe adjustment from the Grants Fund to County Current on a quarterly basis. Prepares annual report of grant activity for State and Federal authorities. Ensures County reporting compliance for Federal and State grants. Reviews, records and reconciles departmental grant budgets.

*3. Supervises or performs all general ledger functions including review and timely posting of all manual journal entries, review and import of Treasurer’s cashiering operations into the General...
Position Title: Financial Clerk IV - Chief Accountant

Ledger, opening and closing of financial periods, review, correction and reconciliation of AP and Payroll exception reports, and generation of new General Ledger accounts.

*4. Reconciles Treasurer’s investments, excise and property tax receipts monthly. Handles year-end transactions for County retainage accounts, long term debt balances, Section 125 accounts, Fair Premiums revolving fund, and Insurance Claim reimbursements. Prepares year-end closing entries and rolls account balances forward to the new fiscal year.

*5. Serves as financial manager for Low Income Housing and Septic Loan Grant programs, including processing of financial paperwork and maintaining custody of permanent records. Records Septic and Housing Loans issued, tracks balances and calculates loan payoffs. Approves payments for Septic Loan invoices, submits reimbursement requests to State of Washington for grant funds, and processes invoices for re-payment to the Dept. of Ecology. Manages individual grant fund balances and invests $500K of reserve funds. Prepares quarterly activity reports for the housing and septic loan program managers. Acts as the financial manager for sub-recipient grants. Prepares annual budget for the County loan funds.

6. Serves as primary liaison between the Auditor’s Office and the Treasurer’s office. Provides accounting and technical assistance to all departments as needed, including review of annual reports for Fair and Boat registration state revenue sharing.

7. Acts as primary liaison between SJC and the State Auditor in conjunction with the annual county audit. Maintains County’s financial statements and documentation, including long and short term records retention.

8. Provides input to devise, implement and update the County’s accounting system. Assesses County operations and user objectives, consistent with generally accepted accounting principles and State of Washington accounting requirements.


*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.

12. Other duties as assigned by the Auditor and/or the County Administrator.

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 inputting. Requires continuous hand and finger movement, including 10-key and use of mouse to navigate through financial programs. Requires 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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<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<th>Equipment</th>
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</tr>
<tr>
<td>Data Printers</td>
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</tr>
</tbody>
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**WORKING CONDITIONS:** Work is performed in an office environment, with local and out-of-County travel for training or meetings.