Position Title: Human Services Fiscal Clerk  

Date: June 13, 2006

Reports to: Community Services Manager  
Department: Health & Comm. Services

FLSA Status: Nonexempt

Positions Supervised: none

Basic Function:
With direction from the Human Services Coordinator the employee in this position will prepare, oversee and monitor multiple Human Service grants, contracts and subcontracts. The Support Technician will assist in budget preparation and monitoring including preparation of financial and statistical reports, billing statements and invoices as necessary. As a public employee, will adhere to the highest standard of ethics in accordance with RCW 42.52.

Minimum Qualifications:
High School Diploma or GED required, with a minimum of 2 years prior bookkeeping and accounting experience, including computer knowledge, or any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job.

Previous experience working with grants and contracts preferred, especially those for mental health, substance abuse, developmental disabilities programs in Washington State

Principal Duties - Asterisk designates essential function:
*1. Employee in this position participates with the Human Services Coordinator in contract management. Employee assists in writing and processing new contracts and amendments.

*2. Responsible for processing monthly billings from agencies and/or individual contracts ensuring that billings meet the criteria of the fund providers (e.g., DDD, DMH and DASA).

*3 Responsible for monitoring contracts on a monthly basis for correct hours, types of service provided, number of people served, etc.

*4. Responsible for assisting the Human Services Coordinator in the preparation and development of budgets including those for Developmental Disabilities, Mental Health and Alcohol and Substance Abuse).

*5. Responsible for supporting the Human Services Coordinator by arranging meetings, mailings, copying documents, preparing reports, preparing meeting minutes, fielding routine phone inquiries and maintaining files.

C:\Downloads\_Deleteme\Current County job descriptions 5-2014\HEALTH Financial Clerk I 2006.doc
*6. Responsible for attending local, regional and state meetings with and/or for the Human Services Coordinator when appropriate.
*7. 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.
8. Perform other tasks as directed.

Skills, Knowledge and Abilities:
- Knowledge of the fundamentals of general accounting and double-entry bookkeeping principles, and of the State Budgeting, Accounting and Reporting System (BARS).
- Knowledge of budget preparation and management techniques
- Ability to organize and prioritize accounting projects to meet deadlines.
- Ability to perform varied and complex accounting assignments under general supervision and guidance.
- Must have a strong working knowledge of Microsoft Excel, and be able to understand, develop and implement complex spreadsheets.
- Strong organizational skills.
- Must be flexible and highly amenable to change.
- Ability to communicate effectively both orally and in writing.
- Operation of standard office equipment, including ten-key calculator, computer, copier, printer, fax etc.

PHYSICAL AND MENTAL REQUIREMENTS:
Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position 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 regularly requires the ability to calculate mathematical 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>Vehicle</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Telephone</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Fax</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>4</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Office environment with occasional field visits to agency settings under generally favorable conditions. Requires some inter-island travel by ferry (or occasionally by air). May require out-of-county travel several times per year to meetings and training sessions.