Position Title: Financial Clerk III
Date: October 23, 2007
Reports to: Public Works Director
Department: Public Works
FLSA Status: Nonexempt
Positions Supervised: none

BASIC FUNCTIONS: The employee occupying this position performs a variety of complex and technical duties related to administration of the department’s financial programs and procedures. This confidential position works closely with the Director, vendors, contractors, Auditor and Treasurer regarding payroll, accounts payable, accounts receivable, treasury functions, reporting and financial systems administration. The position requires considerable accuracy, independent judgment, discretion, and the ability to meet strict deadlines. Work is performed independently under the supervision of the Director. Work is reviewed through consultation, observation and on the basis of results achieved for quality, accuracy and the accomplishment of goals. As a public employee, will adhere to the highest standard of ethics in accordance with RCW 42.52.

MINIMUM QUALIFICATIONS: Associates of Arts degree or two years vocational training which includes coursework in accounting, public administration, payroll administration, accounts payable functions, accounts receivable and collection functions and two years of progressively responsible computerized finance system experience in a multiple fund environment; OR any equivalent combination of education, training and experience which provides the knowledge, skills and abilities to perform the essential functions of the job. Must have good written and oral communication skills, and excellent organizational skills with emphasis on attention to detail. Must be a team player who can handle stressful situations with tact and work well with others. Spreadsheet and word processing experience, and the ability to perform simple mathematical equations is required.

PRINCIPAL DUTIES - Asterisk designates essential function:

Payroll:
*1. Responsible for preparing, auditing, processing and posting of payroll for department employees on a daily basis. Enters and audits individual timesheets, equipment usage, materials usage, payroll worksheets and other payroll documentation to ensure accuracy of hours, pay rates and increases, charges, miscellaneous payroll deductions.

*2. Reviews individual and crew timesheets to ensure proper special cost accounting coding, such as grants, projects, buildings, materials and equipment are correct and accurate. Maintains individual employee payroll files with confidentiality regarding personal employment, salary, and benefit information.

*3. Monitors comptime and floating holiday accrual and usage. Maintains and distributes monthly status reports. Issues memos to employees and department manager
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Accounts Payable / Receivable:

*4. Receives, prepares, audits and posts invoices and vouchers, checking for duplication of payment, proper backup, correct dollar amount, legitimacy and legality of expenditures, and correct State and National Governmental BARS coding requirements. Creates and maintains vendor files verifying mailing addresses and Federal ID numbers per IRS regulations. Keeps IRS W-9 files for 1099 taxable vendors. Reviews invoices and vouchers to ensure that proper cost accounting codes, such as grants, projects, buildings, materials and equipment are correct and accurate on a daily basis. Annual disbursements in excess of 8 million dollars.

*5. Serves as a department liaison to the Auditor and Treasurer. Routinely transmits payroll, accounts payable, revenue transmittals, and data on transfers and debt services payments through computer interfaces and paper transactions. Receives and reconciles data from Auditor and Treasurer on a weekly basis. Receives and maintains cash receipting system including revolving checking accounts for all Department Funds. Annual cash receipts in excess of 1 million dollars and a total annual revenue in excess of 10 million dollars. Creates and maintains all paper and computer financial master files for vendors, contractors, lessees and others.

*6. Processes department travel advances and travel reimbursement requests.

Reporting and Financial Systems Administration:

*7. Responsible for the initial recording of all fixed assets purchased by the Department. Input, classify and assess the life of all fixed assets purchased by non-public works funds. Track capital projects and asset purchases for GASB 34 and SJC asset policy compliance. Responsible for annual balancing for fixed asset purchases, retirements and transfers between funds.

*8. Responsible for annual State Audit procedures and ensuring that proper record keeping and accounting procedures are in place. Develops and implements inventory procedures and policies with Procurement Specialist in accordance with State Auditor's policies and procedures. Responsible for monitoring and reconciling inventory and when discrepancies arise, work with Department Managers to reconcile differences. Organizes, conducts, and reconciles annual materials inventory and transmits results to County Auditor to use in year-end San Juan County Financial Statements.

*9. Administers the department grant tracking program and prepares reports for department managers and the Auditor. Assists in the preparation of grant reports and reports to funding agencies such as the County Road Administration Board (CRAB), Federal Highway Administration (FHWA) and Washington Department of Transportation (WADOT), and other federal and state agencies. Assists Director in preparation of annual budgets for all department funds and programs.

*10. Administers and monitors department’s specialized financial computer systems including CAMS (Coast Accounting Management System), RICS Refuse Industry Computer System, as well as the County Financial Systems software AS400/Computec – Eden). Has professional level contacts with software vendors regarding problems and updates.

*11. Advises, assists and trains department employees to properly record costs associated with various funds. Trains department employees in the procedures for payroll.
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11. Performs other related duties as assigned.

*12. Prepares daily, weekly, monthly, quarterly and annual financial reports. Prepares and maintains various spreadsheets with financial and payroll data for Department Managers. Provides requested information, explains office procedures and software applications used in the Public Works accounting system.

*13. 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.

14. Performs other related duties as assigned.

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 receive and understand written and oral communication. Requires minimal bending or lifting. Position requires significant reading, written, and verbal communication, and the ability to perform simple mathematical calculations. Ability to operate calculators and key devices for entering data to financial system.

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>1</td>
<td>Daily</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.25</td>
<td>Weekly</td>
</tr>
<tr>
<td>Computer</td>
<td>5.5</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work is performed in a normal office environment. Deadlines and volume of workload create stressful conditions at times. Occasionally works evenings, weekends and holidays in order to meet deadlines.