SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Financial Clerk II  Date: Revised Nov. 2006
Reports To: San Juan County Treasurer  Department: Treasurer’s Office
FLSA Status: Nonexempt  Positions Supervised: None

BASIC FUNCTION: Performs a variety of complex and technical duties related to the administrative and accounting operations of the Treasurer’s Office. Work is performed independently under the general direction of the Treasurer with unusual situations and problems referred to the Treasurer for resolution. Works with a high level of accuracy to insure error free County financial transactions and records. As a public employee, will adhere to the highest standard of ethics in accordance with RCW 42.52.

MINIMUM QUALIFICATIONS: Two years of college course work in accounting, computer or business and at least two years of responsible administrative/accounting experience; or any equivalent combination of education and experience with provides the applicant with the knowledge, skills and abilities to perform the essential job functions. Must be bonded or bondable. Eden system knowledge a plus.

PRINCIPAL DUTIES - Asterisk designates essential function:
*2. Distributes to correct funds all federal, state, tax and other revenues received.
*3. Oversees computer operations for the Treasurer’s office. Prepares monthly and annual reports, spreadsheets and procedures.
*4. Compiles data for reports to state agencies and taxing districts as required by law.
*5 Administrator for Eden financial and cashiering systems. Maintaining correct revenue numbers and updating security and account information to correspond to general ledger.
*6 Maintains and processes official and credit card payments for taxes. Processes and collects NSF Checks. Processes and balances cancelled Treasurer’s checks.
8. Interacts daily with personnel from all other County departments and Junior Districts.
9. Fills in for other staff functions when necessary and performs other related duties as assigned.
*10. Performs work with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the San Juan County Personnel Rules, providing courteous and efficient service.

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: Requires extended periods of sitting and/or standing at computer monitor. Requires some standing and walking. May be required to do some lifting up to 30 lbs. Requires the ability to interpret and process information using a computer. Requires the ability to communicate effectively both orally and in writing. Must be able to receive and understand written and oral instruction. Requires periods of continuous hand and finger motion and visual acuity to 20 inches or less. Must deal with public in a courteous manner despite stressful conditions.

**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>5</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Data Printers</td>
<td>.5</td>
<td>x</td>
</tr>
<tr>
<td>10-Key</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Postage Meter</td>
<td>.5</td>
<td>x</td>
</tr>
<tr>
<td>Electric Letter Opener</td>
<td>.5</td>
<td>x</td>
</tr>
<tr>
<td>Computer</td>
<td>5</td>
<td>x</td>
</tr>
</tbody>
</table>

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