



Agreement #KC20100817-Aud

**FINANCIAL ASSISTANCE AGREEMENT BETWEEN
THE WASHINGTON FINANCE OFFICERS ASSOCIATION
AND
KITITITAS COUNTY**

This Financial Assistance Agreement is entered into between the Washington Finance Officers Association, hereinafter referred to as "WFOA", and Kittitas County, 205 West 5th Ave, Suite 105, Ellensburg WA 98926 hereinafter referred to as the "Entity".

Purpose

The purpose of this agreement is to promote the internship as a recruitment tool, assisting the college student to view governmental finance as a viable career opportunity.

Statement of Work

The Entity will provide, as an exhibit to this agreement, a detailed description of the intern's proposed duties, responsibilities, and/or special projects. The Entity will indicate who will provide immediate supervision for the intern and contact for this agreement.

Period of Performance

Subject to its other provisions, the period of performance of the Agreement shall commence on date of execution, and be completed once awarded financial assistance has been exhausted or within in one year of the date of execution, whichever shall come first.

Payment

In consideration of the conditions of this agreement, WFOA agrees to reimburse the Entity an amount not to exceed \$5,000. The Entity will receive ten percent (10%) of the financial assistance as a first payment within 30 days of the submission of the signed agreement. The remaining funds will be distributed by reimbursement, not more than once a month, upon submittal of internship report.

Independent Capacity and Indemnification

The employees or agents of each party who are engaged in the performance of this agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party. Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents.

Law and Venue

This Agreement will be interpreted, construed and enforced in all respects in accord with the laws of the State of Washington. Venue shall be in Kittitas County, Washington.

Termination

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable for performance rendered or costs incurred in accord with the terms of this Agreement prior to the effective date of termination. Unless otherwise agreed by the Parties, all notices required under this Agreement will be in writing and deemed effective when received by (a) personal delivery, (b) internationally recognized courier, or (c) certified mail, return receipt requested, at the addresses below written. Either Party may from time to time change the address to which notices to it are to be sent by giving notice, in the above-described manner, of the change to the other Party.

Contact Information

Kittitas County Auditor

Jerry V. Pettit, County Auditor

and

Judy Pless, Budget & Finance Manager

205 West 5th Ave, Suite 105

Ellensburg, WA 98926

WFOA Scholarship/Internship Program Committee

c/o Sandy Langdon, Finance Director

City of Marysville

1049 State Avenue

Marysville, WA 98270

Kittitas County



Mark McClain, Chairman

Board of County Commissioners

WASHINGTON FINANCE OFFICER'S ASSOCIATION



President



Job Description

Kittitas County, Washington

TITLE:	PAID INTERN		
ALT. TITLE	Accounting Intern		
	MODIFIED	08/17/10	
REPORTS TO:	This position reports to the Budget & Finance Manager and works under the guidance of local, state, and federal regulations, as well as County and departmental policies and procedures.		
DEPARTMENT:	AUDITOR		
JOB SUMMARY:	The Accounting Intern provides accounting support/assistance to the accounting staff of the County Auditor’s Office and will assist in routine fiscally-related work. The Intern will maintain a close working relationship with all positions in the Auditor’s Office accounting division, other County departments, junior taxing districts and the general public. This is a grant-funded position with a maximum duration of one year.		
CATEGORY:	Project	OCCUPATION CODE	2867
AFFILIATION:	Non-Union	WORKWEEK BASIS:	10-15
FLSA STATUS:	Non-Exempt	DRS ELIGIBILITY:	Ineligible

ESSENTIAL FUNCTIONS:

100% Accounting – responsible to assist with the following duties and assignment areas:

- Writing policies and procedures
 - Research other policies
 - Conduct interviews to review procedures
 - Prepare training material
- Internal Audits
 - Audit all Petty Cash/Revolving funds on a random basis
 - Audit inventory and Capital Assets
- Capital Assets
 - Research Deeds for real property
- Account Set Up in Quick Books
 - Grant monitoring accounts
 - Contracts payable
 - Bank account balancing
- Treasurer's Office
 - Cash operations
 - Cash Receipting and Tax Collection
- Prosecutor and Sheriff
 - Fiscal office duties
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- High school diploma or GED certificate.
- Current student status at an accredited Washington based college or university that has a program in business administration and course offerings in governmental accounting and/or governmental auditing.

Required Knowledge, Skills, and Abilities

- Proficient use of Excel and Word software applications.
- Familiarity with modern office equipment.
- Maintain confidentiality.

PREFERRED QUALIFICATIONS:

- Management, procedures and practices as applied to accounting.
- Knowledge of basic accounting functions.

WORKING CONDITIONS:

Work is primarily performed in an office environment with sustained posture in a seated position and prolonged periods of computer operation; must be able to sit, stand, walk, kneel, stoop, bend, reach, grasp, and use standard office equipment; must have vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; strength to lift, pull, push and/or carry up to fifty (50 lbs) pounds, and occasionally more with assistance. Safety rules and regulations must be adhered to at all times.

Work hours are standard with some weekend and evening work as needed. Regular attendance and punctuality are required. Periodic travel may be required for ongoing training opportunities and attendance of meetings.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREPARED & REVIEWED BY:

(Must be completed with all revisions of the job description. A copy will be returned to supervisor.)

Supervisor Name & Title

Date

HR Representative Name & Title

Date

EMPLOYEE ACKNOWLEDGEMENT:

I understand the job duties and responsibilities contained within this position description and as described by the immediate supervisor.

Employee Name

Date