



Employment Opportunity

Kittitas County, Washington

POSTED: 1/20/16

CLOSES: 1/27/16

FISCAL ANALYST

The current vacancy in the Public Health Department is a full-time, union (Local 792-CH), non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply.

SALARY RANGE: \$3618 – \$4131 per month

ESSENTIAL FUNCTIONS:

Budget and Accounting

- Prepare and develop the department-wide/program level budget system(s) and ongoing budget process in coordination with the Administrator, department management team, and staff.
- Work with the County Auditor's staff to ensure uniformity in accounting practices.
- Create, maintain, and/or support systems for accounting, grant reports and audit reports.
- Create monthly revenue and expenditure reports for the Administrator and management staff, and assist in interpretation and monitoring.
- Coordinate with County Auditor to facilitate and provide information for the department's annual audit by the Washington State Auditor's Office. Ensure department follow-up on audit findings.
- Analyze Auditor reports and accounts; initiate corrective measures and make recommendations for adjustments.
- Monitor and apply accounting principles to internal controls; implement revisions and new procedures as required.
- Preserve all records pertaining to grants, billings and vouchers for records retention based on the state schedule.
- Oversee preparation of all Public Health vouchers for verification of accuracy, budget coding and compliance with county, state and federal requirements.
- Develop a cost allocation plan for Public Health for approval by the County Auditor.
- Monitor accounts receivables to ensure timeliness and accuracy of payments. Follow the department's policy for delinquent accounts.

Grants and Contracts

- Administer department grant and contract management requirements to assure fiscal requirements are followed.
- Follow County grants policy, practices and procedures.
- Monitor the grant purchases with balances against the total grant.
- Prepare county vouchers for reimbursement, reports for each granting agency, and A19 billings as required.
- Assist with preparation of budget component of grant applications and contracts.
- Assist with preparation of grant and contract review forms for the Board of Health.
- Assist with preparation of agenda documents for BOCC ratification of public health records.
- Assist managers with development, review, and tracking of grant and contract financial data.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
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Billings

- Calculate, prepare and submit billings and vouchers.
- Apply complex cost allocation formulas to allocate costs to programs.

General Duties

- Monitor time and attendance record keeping system for all staff to assure accuracy for billings.
- Work with the Administrator on maintenance of the Capital Equipment Replacement Fund and investment of resources.
- Participate in the Department's Emergency Management training and response planning.
- Maintain department inventory records and initiate inventory adjustments as needed.
- Assist with the development and adjustment of department fees and fee methodologies.
- Assist the Administrator with tasks related to working on financial sustainability and stability of the department.
- Oversee billing for the Developmental Disabilities Program.
- Assist other county departments with accounting functions as needed and as available.

Other department related duties as assigned

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in accounting or a related field, **OR** four years of equivalent education and experience.
- Ability to operate 10-key calculator and perform arithmetic computations accurately and quickly.
- Proficient computer knowledge, including Microsoft Office programs (especially Excel), and experience with computerized accounting systems.
- Ability to monitor and apply accounting principles to a wide variety of complex accounting functions, internal controls; implementing revisions and new procedures as required.
- Excellent verbal and written communication skills.
- Self-starter with strong self-management skills.
- Strong interpersonal skills.
- Ability to multi-task while determining priority and remaining organized.
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

WORKING CONDITIONS:

Work is generally performed in an office environment; sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp, and reach with arms and legs; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Periodic duties may require performance in a variety of office settings, outdoors, or in vehicles. The employee must be able to manage assigned responsibilities with competing demands, changing priorities and frequent interruptions. Must be able to work independently and maintain a positive working relationship with others. Travel throughout the county and the local region is required; must be able to safely operate a motor vehicle in all weather

conditions and levels of daylight. Employee may be required to utilize his/her private vehicle in the performance of the job duties, but will be reimbursed for mileage.

The standard workweek is Monday-Friday, 8 AM-5PM; however, at times there are variations in working hours that will include occasional evening and weekend work. Regular attendance and punctuality are required.

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

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Three (3) Professional References and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

(1) EXPERIENCE/TRAINING

Describe your experience and training that uniquely qualifies you for the position of Fiscal Analyst within the Public Health Department. Be sure to include any experience in governmental and grant fund accounting.

(2) WORKING UNDER PRESSURE

Describe a situation from your previous work experience in which you were responsible for meeting deadlines or working under pressure. Explain how you met this pressure without an undue amount of stress to yourself and others.

(3) WORKING WITH PEOPLE

Describe your experience explaining procedures or providing assistance to co-workers. Include at least one example of how you handled a problem and/or negative situation, and state why you think you are effective in your dealings with others.

(4) DECISION MAKING

Describe a situation where you were faced to make a decision without clear policy or direction from a supervisor. Please explain the thought process you used, the action you took, and what impact your decision had in the outcome of the situation

(5) SOFTWARE EXPERIENCE

Describe what software you are familiar with. Explain your preference for the format you prefer to use when presenting data to others.

- (6)** Our mission is to protect and promote the health and the environment of Kittitas County. Please describe any knowledge you have about public health and how you see yourself contributing to our mission.