



Employment Opportunity

Kittitas County, Washington

POSTED: 12/4/2018

CLOSES: 3/12/2019

FISCAL ANALYST

The Kittitas County Civil Service Commission is currently seeking qualified candidates for the position of Fiscal Analyst with the Kittitas County Sheriff's Office. The Fiscal Analyst performs detailed fiscal work where independent judgement is exercised to prepare, review, verify and process fiscal/accounting documents, solve problems, and make recommendations to management. This is a non-exempt, benefited, Teamsters Local 760 union (Corrections Non-Uniform) position. Anyone who meets the qualifications stated below may apply. This listing will close on 3/12/2019.

SALARY RANGE: \$4,065- \$4,940 per month.

ESSENTIAL FUNCTIONS

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function.
- Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory interaction.
- Evaluate and provide quarterly financial reports to Sheriff's administration.
- Apprise and train finance staff of accounting policy/procedure changes.
- Evaluate the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the finance group. Provide individuals with professional and personal growth opportunities, where possible.
- Audit, review and approve accounts payables.
- Responsible to coordinate, facilitate and provide information for the office annual audit by the Washington State Auditor's Office. Coordinate with technical support.
- Prepare annual budget for the Sheriff's review, including data collection and coordination with supervisor, staff and County Auditor's Office
- Monitor and apply accounting principles, internal controls, provide recommendations and schedules for major accounting functions, and implement revisions and new procedures as required.
- Monitor the annual budget, analyze accounts and recommend adjustments. Ensure that all mandated time lines, with regards to vouchers, grant reporting, accruals, accountabilities, inventories and any other time lines that directly include the Sheriff's Office.
- Enhance, develop, and/or implement policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the agency.
- Provide strategic financial input and leadership on decision making issues affecting the organization.
- Review prior financial results and discuss anticipated changes to highlight future needs and trends.
- Review monthly operating reports for accuracy, completeness and major variances between actual and budget results.
- Review all grants, agreements and contracts; prepare documents for legal review, create and submit agenda items to the board of County Commissioners.
- Manage grant funds, monitor timelines for projects and proposed purchases.

Kittitas County is an Equal Opportunity Employer

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- Presentation and support of budget during hearings and meetings.
- Work with County Auditor's finance staff on grants and financial policies and procedures.
- Maintain confidentiality.
- Prepare and analyze reports on personnel costs for Command Staff.
- Manage Personnel Action Forms (PAF) changes for the Sheriff's Office.
- Process approved training requests and training activity reports, complete training registration requests and entry into records management system, make lodging arrangements for trainees.
- Process concealed pistol licenses, including fingerprinting, data entry and background investigation.
- Process gun transfer requests; processing necessary background checks and all other required documentation.
- Process Civil documents, including data entry, the entry of Civil Process and Protection Orders, canceling protection orders, return of civil process; entry of warrants, updating warrant information in RMS, served – recalled –renewed.
- Process case reports; criminal records data entry of reports, citations, distribute reports to the Prosecutor's Office and appropriate Court in a timely manner.
- Process public disclosure requests in accordance with state law and Kittitas County Policy.
- Product various statistical reports as needed Greet the general public and assist with their requests or concerns, answers phone and redirect calls.
- General document handling, sort and distribute incoming/outgoing mail.
- Post Sheriff's receipts, collect monies, assist with entering bills and prepare vouchers as needed, create purchase orders, enter the required data , and process orders; other financial duties as assigned by the Supervisor.
- Other clerical and receptionist duties as assigned by Supervisor.

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

- High School Diploma or GED.
- Bachelor's Degree in accounting or related field OR four (4) years' experience in accounting or equivalent in the public sector AND 30 quarter hours of college level accounting.
- Other equivalent education/experience may be considered in lieu of the above qualifications.
- U.S. citizenship or lawful permanent resident.
- Must successfully pass the required Civil Service exam(s).
- A criminal history and background check will be performed on qualified candidates, to include fingerprinting. 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.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of Microsoft Outlook, Word, Excel and specialized software applications (QuickBooks); must be able to learn programs specific to the Sheriff's Office and County quickly.
- Ability to complete concise, accurate written and verbal reports.
- Ability to prepare and analyze budget documents, vouchers, billing documents and related reports

to ensure proper fiscal management practices are followed.

- Demonstrated ability to maintain cooperative and cordial relationships with fellow employees and the public irrespective background.
- Knowledge of and ability to correctly interpret and apply local, state and federal finance laws applicable to the ongoing efficient operation of the Sheriff's Office.
- Must be able to communicate in a clear, concise manner to diverse audiences of all sizes and levels of expertise, verbally and in writing.
- Ability to successfully manage multiple priorities and change direction with little disruption and without loss of work quality.
- Possess a strong work ethic and a desire to bring value to the organization.

PREFERRED QUALIFICATIONS

- Knowledge of Budgeting & Accounting Reporting System (BARS) Bid Policies, and best practices for internal controls.
- Prior experience working in positions that require extensive attention to detail and confidentiality.

WORKING CONDITIONS

Work is primarily performed in an office setting with occasional need to work in outdoor or non-office environments. The position requires the ability to sit for extended periods of time, stand, walk, ascend/descend stairs or small ladders/stepstools, stoop, kneel, crouch, twist, grasp, and reach. Must have ability to lift, push, pull, or carry up to 25 lbs. and occasionally higher with assistance. Must be able to read printed materials and a computer screen, and be able to communicate clearly via telephone and in person. Safety policies and procedures must be adhered to at all times, including proper lifting/carrying techniques. Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight, as periodic travel will be required for ongoing training opportunities, and meeting attendance.

Work is typically conducted during regular office hours, M-F, 8 AM – 5 PM; however alternate hours including evenings, weekends, and holidays may be required on occasion. Regular and reliable attendance is required.

Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.

The statements contained herein reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. An individual fulfilling this job may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize work periods, or to otherwise balance the workload.

Similarly, percentages of time spent in certain specified work areas are subject to change and is necessarily flexible dependent upon the current or immediate needs of the Sheriff's Office as defined by the environment or situation.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application

All applicants who meet the minimum qualifications will be eligible for the written exam. Applicants will be notified via email of the upcoming testing date and times.