



Employment Opportunity

Kittitas County, Washington

POSTED: 5/16/2022

CLOSES: Open Until Filled

LEAD FISCAL ANALYST

The current vacancy in the Public Works Department is a full-time, benefited, union (Local 792 CH), non-exempt position expected to begin as soon as possible. The Lead Fiscal Analyst leads the work of the Fiscal Analysts by scheduling and overseeing the daily workload. Anyone who meets the qualifications stated below may apply. This position is considered open until filled with a first review after 5/24/2022. Candidates should apply as soon as possible for optimal consideration.

SALARY RANGE: \$5,558- \$6,333 per month.

ESSENTIAL FUNCTIONS

Personnel Management

- Coordinate and lead the work of the Fiscal Analysts.
- Provide Fiscal Analysts with coaching, training, and assistance; monitor work quality and performance; provide input on and participate in performance evaluations.
- Ensure friendly, comprehensive, accurate, and efficient service is provided in response to requests and inquiries.

Auditing & Accounting

- Analyze and reconcile complex financial transactions.
- Update general ledger postings in the integrated financial system.
- Research and assist in preparing accounting policies.
- Analyze and prepare annual financial reports from the integrated accounting system.
- Assist in the development and maintenance of the department's annual budget.
- Analyze and Prepare Monthly management reports for division managers.

Job Cost System

- Set up new projects in the job cost integrated accounting system.
- Maintain job area/general ledger cross reference controls.

Accounts Payable

- Monitor vendor contracts and annual supply bids to ensure compliance with state bid laws and county policies.
- Monitor payments for compliance with county small works and small purchase roster policies.
- Audit invoices for accuracy, job cost coding, budget coding, and compliance with county, state, and federal requirements, as needed
- Audit invoices for accuracy, compliance with vendor contracts, and bids.
- Update vendor contract worksheets and notify management of pending completion dates on contracts.
- Audit and assign job cost codes for invoices, as needed.

Kittitas County is an Equal Opportunity Employer

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- Oversee the balancing of use and sales tax as well as the electronic filing.

Payroll

- Audit job codes, earning codes related to time entry.
- Prepare Monthly journal entries and post for benefits and in-direct (CSA) cost to jobs.
- Prepare Monthly and YTD analysis for Payroll

Inventory

- Coordinate scheduled physical inventory counts.
- Reconcile inventory physical counts to the county's financial inventory sub-system.
- Assist with annual inventory bids.

Asset Management - County Road Infrastructure, E.R. & R. Fund Property, and other Public Works property, plant, equipment and assets

- Maintain the automated system for county assets:
 - Ensure the integrity of the software and data
 - Assign classes of each asset
 - Assign function of each department
 - Assign categories for each asset type
 - Establish equipment files
- Track assets: additions, deletions, transfers, and surplus.
- Maintain depreciation schedules for all assets in accordance with IRS.
- Reconcile subsidiary ledgers to county financial accounting system.
- Maintain equipment database including profit/loss records.
- Assist with development of equipment rental rates.
- Reconcile and prepare annual financial statements pertaining to infrastructure.

Accounts Receivable

- Monthly review of Public Work's Accounts Receivable and coordinate any actions needed.
- Prepare year-end report for outstanding receivables.

Grants and Programs

- Assist in maintaining grant contract documents and supporting records.
- Monitor grant costs for state and federal eligibility requirements.
- Assist in preparing grant reimbursement requests from grant agencies.
- Assist in Notifying County Treasurer of electronic payments.

Purchasing and Contracting

- Prepare Small Purchases and Small Works reports for the County Auditor.
- Monitor project contract payments for bidding requirements.
- Monitor public works project contract payments to ensure compliance with all state and federal requirements.
- Assist with annual bidding and solicitations through the Small Purchases and Small Works procedures.
- Prepare bid evaluation spreadsheets.

Other Duties

- Prepare monthly general ledger postings for input into the integrated accounting system.
- Perform other department-related duties as assigned by the 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 certificate.
- Bachelor's Degree in Accounting or related field **OR** four (4) years of experience as an accounting assistant or equivalent in public sector, **AND** 40 quarter hours of college level accounting.
- Equivalent education/experience may substitute for qualifications stated above as determined by the Finance Manager and/or Public Works Director.
- Current and valid driver's license.
- A criminal history background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Ability to train, coach, and oversee activities of Fiscal Analysts; plan, schedule, and assign work; provide constructive criticism and handle conflicts that may arise; provide input on performance to management.
- Experience with fund accounting.
- Proficient in the use of modern office equipment.
- Experience with procedures and practices applicable to accounting.
- Experience in the preparation of financial reports including income statement, balance sheet, and cash flow statements.
- Ability to maintain confidentiality of all sensitive information and records; especially employee records.
- Experienced in application of basic accounting functions.
- Knowledge of Budgeting Accounting and Reporting System (BARS) as prescribed by the State Auditor and General Accepted Accounting Principles (GAAP).
- Proficient in the use of computers, including Microsoft Outlook, Word, Excel and specialized software applications (QuickBooks): must have the ability to learn programs specific to the department and/or County quickly.
- Ability to establish and maintain effective interpersonal relationships at all organizational levels and with the public.
- Ability to work effectively under pressure, meet deadlines, and adjust quickly to sudden changes and priorities.
- Ability to exercise independent judgment to assist in developing methods, techniques, and processes for evaluation of work assignments and obtaining quality results.
- Ability to produce accurate work in an open environment with frequent interruptions and constant office-level noise.

PREFERRED QUALIFICATIONS

- Experience in cost accounting, inventory control, vehicle repair shop or governmental accounting.
- Supervisory experience.

WORKING CONDITIONS

Work is primarily performed in an office setting with occasional need to work in outdoor or non-office environments. Office space is limited and requires employees to work in close proximity of each other. 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 with arms and legs. 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 have sufficient hearing and speech to communicate clearly via telephone and in person. Safety policies and procedures must be adhered to at all times.

Work hours are standard with some weekend and evening work as needed. Vacation requests may not be granted during payroll processing dates. Reliable attendance and punctuality are required.

Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight. Periodic travel will 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.

APPLICATION PROCESS

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

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three (3) professional references and three (3) personal references
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Describe your understanding of generally accepted accounting principles and their application to the role of a fiscal analyst.
2. Discuss the most important types of financial statements for a company, and why.
3. If an accounting process was needed for a new workflow, how would you go about creating it and implementing it?