



Kittitas County, Washington
Employment Opportunity

Posted: 2/15/2024

Closes: when filled

ACCOUNTING ASSISTANT III

The Kittitas County Event Center is currently seeking qualified candidates for the position of Accounting Assistant III. This is a full-time, non-exempt, benefits-eligible, union position. The Accounting Assistant III is expected to perform complex technical accounting work with considerable latitude and independence. Duties include daily auditing, cashflow management, and complex bookkeeping and financial support. Must maintain courteous and cooperative working relationships with administrative and other County personnel, public agencies, and the general public, and work under the guidance of Local/State/Federal regulations and County policies/procedures. Anyone who meets the qualifications stated in the job description is encouraged to apply. This position is open until filled.

SALARY RANGE

\$4,949 - \$5,640 per month.

ESSENTIAL FUNCTIONS

- Collect and process invoices with use of proper budget coding to submit voucher payments.
- Ensure timelines for vouchers, grant reporting, accruals, and accountabilities are adhered to.
- Track, review, and audit all monies in deposit accounts and transfer funds accordingly.
- Audit past due accounts, refer to collections as needed; refund customers when necessary.
- Provide requested information to complete year-end financial reporting and send to Event Center Director for review.
- Oversee process of bank deposits.
- Contact the bank and/or merchant services to research and resolve issues if/when they arise.
- Annually review the County's cash management policy and ensure all KVEC processes are in accordance.
- Perform complex and technical customer support duties in assisting customers by telephone, email, and in-person concerning a variety of fiscal matters.
- Oversee proper accounting of and compliance with budget, billing, and fiscal regulations of various grants and contracts.
- Perform and maintain a variety of financial transactions and records associated with the receipts and disbursement of funds.
- Assist in the development and installation of new accounting systems or the modification of existing systems.
- Train staff and volunteers on fiscal processes and procedures as needed.
- Perform cashiering duties as assigned.
- Complete special projects as assigned.
- Attend trainings and/or meetings.



OTHER FUNCTIONS

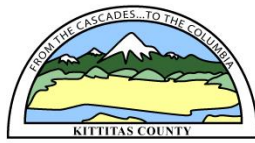
- Audit and process payments for fair judges, including calculating mileage and collecting judge's hours with expense statements.
- Audit and process payments for entertainment and service provider contracts for all self-promoted events.
- Audit, enter, and track food concessions daily revenue reports and final reports. Collect payments and communicate with Fair Concession Director.
- Provide purchase orders and order supplies as requested by Fair Board and Event Center Director. Bill Ellensburg Rodeo Association for supplies, such as bagged shavings.
- Track, inventory, and order Fair admission bracelets and parking tickets.
- Track, audit, reconcile, and enter payments into QuickBooks from Saffire and ShoWorks, then deposit.
- Confirm Event Center Director and Auditor department requests Fair Startup funds via resolution, and voucher, yearly in June.
- Order Fair startup funds from bank for the following: parking, Frontier Village, contests, and counters cash drawers for operations; Confirm Fair Admissions Director has ordered their starting funds. Distribute & deposit cash daily.
- Assemble money bags or cash boxes and provide training for cash handlers at all self-promoted events.
- Complete the financial data section of the WSDA Ag Report, provide supporting budget records, and assemble for Auditor and Event Center Director review.
- Complete final Fair carnival sales report to be delivered to Carnival with any remaining presale carnival tickets.

MINIMUM QUALIFICATIONS

- High School Diploma or GED equivalent.
- Four (4) years of college-level accounting or bookkeeping; OR four (4) years of accounting/bookkeeping experience.
- Previous cashiering experience.
- Equivalent education and/or experience may be considered in lieu of the qualifications state above at the discretion of the Event Center Director.
- Current and valid driver's license.
- A criminal history and background check will be performed on qualified applicants. 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.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of bookkeeping practices and principles.
- Ability to make basic arithmetical computations quickly and accurately.
- Knowledge of the basic methods and techniques of governmental accounting, including knowledge of the Washington State BARS System.
- Ability to work independently.
- Courtesy and professionalism with all interactions.



- Strong interpersonal and problem-solving skills.
- Ability to produce accurate work and to demonstrate attention to detail in an open environment with frequent interruptions and constant office-level noise.
- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.
- Knowledge of general office practices and procedures.

PREFERRED QUALIFICATIONS

- Previous public sector and/or fair and event center work experience.
- Familiarity with HIPAA confidentiality requirements and basic principles of workplace confidentiality.
- Knowledge of payroll principles and practices.
- Knowledge of purchasing principles and practices.
- Previous experience in records management.
- Knowledge and experience in Quickbooks.

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. Extended hours may be required during large events such as the Kittitas County Fair and Ellensburg Rodeo. Reliable attendance and punctuality are required.

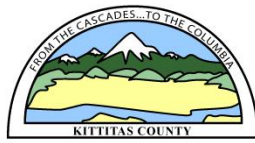
Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight. Periodic travel will be required for ongoing training opportunities and attendance of meetings.

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

BENEFITS

To learn more about the County's healthcare, retirement, and leave benefits, visit the Benefits page on the Kittitas County website: <https://www.co.kittitas.wa.us/hr/benefits.aspx>.

Application Process



Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references and three (3) personal references