



SKAGIT 911 JOB DESCRIPTION

ACCOUNTING ADMINISTRATOR

Reports To: EXECUTIVE DIRECTOR

08/05/2019

SUMMARY

Under the direct supervision of the Executive Director, the Accounting Administrator performs accounting and administrative support work requiring knowledge of and experience with accounting procedures, office operations, practices, systems and equipment. Job emphasis is on payroll, taxes, accounts receivable, accounts payable, funds transfers, and journal entries. This position assists with annual budget preparation and the annual audit. Successful performance of the job requires individual initiative, integrity and absolute discretion in confidential matters. Tasks must be efficiently and effectively performed independently with a minimum of supervision and a high level of proficiency as errors will affect the credibility of the financial information and may cause a significant financial impact.

This is an FLSA Exempt position.

ESSENTIAL FUNCTIONS

Process Accounts Payable including matching accounts vendor invoices with purchase orders and receiving documents, process check runs, assure expenditures are charged correctly to GL accounts, reconcile and post credit card and petty cash expenses, resolve discrepancies.

Process Accounts Receivable including creating invoice and credit memos for user agency assessments, post and maintain daily cash receipts, transfer funds from fund accounts, correct errors and discrepancies, communicate with customers to ensure timely payment terms are met.

Process semi-monthly payroll, including submitting ACH/direct deposit files, administer retirement and benefit disbursements; calculate and prepare general ledger entries; determine and correct out-of-balance conditions; reconcile payroll clearing and other accounts; prepare and remit taxes, calculate levies and garnishments; perform quarterly and year-end closings.

Examine accounts and records to compute taxes according to prescribed rate, laws and regulations; ensure compliance with periodic tax payments, information reporting and other taxing authority requirements.

Communicate effectively via written and verbal correspondence. Accurately draft various types of written correspondence to provide information to staff and team members. Must have excellent attention to detail when entering data, proofreading, and editing documentation.

Develop, maintain and update accurate manual and computerized recordkeeping systems. Provide documents and records and information according to state audit requirements. Prepare records and documents for filing, archiving and/or microfilming. Assists in preparing materials for internal and external audits.

Plans, develops and implements the department's annual budgets; assists with determining budget and priorities and identifies cost control and resource allocations.

Ensures that day-to-day financial planning, operations, functions and projects are proceeding according to timelines, meeting targets, expectations, and adhering to established operating parameters; negotiates changes in project resources as necessary to achieve objectives/timelines.

Maintains employee payroll and benefits files; reviewing annually to archive expired items and assure remaining documents are up to date and complete.

Maintain employee leave and attendance records; which includes the documentation of all earned, used, and donated vacation leave, sick leave, compensatory time, management leave, personal days, bereavement, military leave etc. Produce reports from payroll software for distribution monthly to managers.

Initiate completion of regularly recurring reports and standard form letters. Maintain accumulative records, making periodic audits as necessary.

Provide support and assistance to team members with responsibilities outside the essential job duties of this position. Be willing to work as a team and accept other duties as assigned.

Ability to maintain regular and predictable attendance is an essential job function for this position.

Keeps informed of regulatory changes for funding sources. Seeks training and continuing education for related financial and personnel topics.

Assists with general front office and receptionist duties.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

- Generally Accepted Accounting Principles (GAAP).
- Washington State BARS system, preferred.
- Accounting techniques, accounting software and payroll practices
- State and federal laws and regulations regarding compensation and benefits.
- Internal controls and separation of duties.
- Business English, grammar, spelling, punctuation, composition, formats and clerical procedures needed to type and proof a variety of materials from written sources.

Skill Level:

- Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, agency customers, vendors and the public.
- Superior customer service skills required including a positive customer service orientation, with both internal and external contacts.
- High level of accuracy and attention to detail.
- Excellent written and verbal communications skills.
- Excellent proofreading and editing skills
- Excellent skills in the utilization of personal computer tools, such as word processing, spreadsheets and presentation software.
- Competency in numerous software programs and Microsoft application including Word, Excel, PowerPoint and Outlook.

Ability to:

- Work around, and with, confidential information, and exercise proper discretion in its dissemination in accordance with Skagit 911 policy, and with State and Federal law.

- Represent Skagit 911 in a professional manner via personal, telephonic and written means.
- Work under pressure, meet deadlines, and exercise independent judgment and initiative within established guidelines.
- Utilize multiple computer software programs, printers and other related office machines and equipment.
- Establish and maintain effective working relationships with co-workers, superiors, other agencies and the public.
- Understand and follow oral and written instructions and apply available guidelines to recurring operational requirements.
- Establish and maintain varied and detailed manual and computerized filing and recordkeeping systems.
- Organize, prioritize, and expedite assigned work and workflow in an environment of frequent interruptions.
- Type with accuracy at 50 WPM.

EDUCATION AND EXPERIENCE

A combination of education and related experience sufficient to provide the requisite knowledge, skills and abilities may substitute for education requirements.

- Bachelor's Degree in Accounting or a directly related field.
- At least four years of general accounting experience, which included financial statement preparation, accounts payable, accounts receivable, and payroll.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of this job, the employee is frequently required to sit, use a keyboard and telephone.
- Travel by various modes of private and commercial transportation may be required.
- Attendance and participation at evening meetings may be required.

OTHER REQUIRMENTS

Must be able to pass a pre-employment background check.

Valid Washington State driver's license required.