

UMATILLA COUNTY POSITION DESCRIPTION

Department: Finance Department

Employee Name:

Division/Section: Finance Department

Position Title: Accounting Assistant IV (.5 FTE)

Job Series: Accounting Assistant

Union Covered: Yes

Salary Range: R 16

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

The Accounting Assistant IV will assist the Chief Financial Officer and Assistant Director of Budget and Finance in all aspects of the daily activities of the Budget/Finance Department. This position is primarily responsible for accounts payable functions. Additional responsibilities may include assisting in budget preparation and reconciliation, fixed assets management, filing, preparing deposits, account reconciliations, and other finance duties as assigned. This position requires a great deal of independent thinking and problem solving. Task prioritizing and time management is essential. This position will be fully cross-trained with the other Finance Dept. Accounting Assistant IV.

SUPERVISORY RELATIONSHIPS

The Accounting Assistant IV position is supervised by the Assistant Budget and Finance Director. This position interacts with department managers, accounting clerks, and vendors. Completion of many tasks require a cooperative effort with other County departments.

PRINCIPAL DUTIES OF POSITION

- Invoice processing (EE)
- Data entry (EE)
- Vendor maintenance (EE)
- Check issuance and reversals (EE)
- Filing (EE)
- 1099 Form issuance and W9 Maintenance (EE)
- Cash management including deposit preparation (EE)
- General Ledger account reconciliation (EE)

OTHER DUTIES OF POSITION

- Processing journal entries
- Maintain County credit card accounts
- Maintain County fuel card accounts
- Duties and special projects as assigned

REQUIREMENTS FOR POSITION

Three years general accounting background, either by formal education or actual experience. Computer competence in Excel, Word, and Microsoft Office. Knowledge of office practices, procedures and equipment involved specifically in the County financial procedures. Must have accounts payable, budgeting, and 1099 reporting knowledge. Must have ability to establish and maintain cooperative working relationships and follow County fiscal policies and procedures. Must be organized, pay attention to detail, and work independently to meet deadlines.

Position Number: _____
Position Approved BCC: _____
Position Reviewed: _____

Provided to Employee:

Employee's Signature/Date