



SPOKANE COUNTY
invites applications for the position of:

Accounting Technician 4 (Civil Service) - OPEN & PROMOTIONAL

SALARY: \$17.68 - \$23.86 Hourly
\$3,064.98 - \$4,135.78 Monthly
\$36,779.76 - \$49,629.36 Annually

CLOSING DATE: Continuous

DEPARTMENT: Sheriff

TOTAL COMPENSATION: \$47,078.09 - \$63,525.58 annually. Total compensation is an estimate based upon base compensation, median retirement fund contributions, and current employer-paid health and related benefit contribution rates (including medical, dental, life insurance, long term disability, and leave). The actual total will vary depending upon each employee's enrollment choices.

The starting pay for open entry applicants will begin at \$17.68 on the pay scale, will have a pay increase after six (6) full months of employment and will have annual increases thereafter, maxing out at the top step of the pay scale.

***** This is a continuous job posting for a merged eligibility list from which all Accounting Technician 4 positions in the Spokane County Sheriff's Office will be filled. We will hold exams as needed based on applications received. *****

This position is responsible for performing a variety of paraprofessional accounting and clerical duties requiring the knowledge of basic accounting. Providing these services in an effective, efficient, and competent manner will ensure that the Sheriff's Office [herein referred to as Agency] finances are accurate and up to date, that the staff are paid in a timely and appropriate manner, vendors and suppliers are paid within established time limits, and contracts are billed accurately and efficiently.

TESTING INFORMATION

Written Exam: Will be arranged as needed.

Oral Board Interviews: Will be scheduled upon successful completion of the written exam.

PLEASE NOTE: All Civil Service exams, oral board interviews, or any other interview involved with this position must be conducted in-person at the applicant's expense. No Skype, over-the-phone, or outside testing facilities are permitted. No exceptions. *Final overall grade is determined by 50% written and 50% oral board interview. Seniority/Education points and Veteran's Preference are added after achieving a combined passing grade of at least 70%.

EXAMPLES OF DUTIES:

The following duties ARE NOT intended to serve as an exclusive list of all duties performed by all employees in this classification, but only as a representative summary of the primary duties and responsibilities. Incumbent may not be required to perform all duties and may be required to perform additional, position specific duties.

Process and post basic accounting and bookkeeping transactions in compliance with all applicable rules, regulations, and procedures; duties may vary per job assignment.

Perform basic clerical accounting activities, including payroll, accounts payable, revenue, accounts receivable, and petty cash; review and validate data.

Review source documents for compliance with Agency rules and regulations, determine proper handling of accounting and technical transactions within designated limits, and report any discrepancies.

Process cash receipts and bank deposits.

Facilitate the distribution of, and monitor all outstanding Agency/County-issued credit cards and purchasing cards.

Assist Sheriff's garage staff in maintaining fleet inventory, including maintaining titles and registration of fleet inventory.

Maintain inventory of attractive assets and fixed assets for the Sheriff's Office, on and off-campus.

Assist Agency staff with travel-related expenses and in cooperation with the County Purchasing Department; support the purchase of supplies and services necessary for the Agency.

Monitor ledger accounts, ensuring accounts are current.

Respond to requests for information within the scope of authority.

Cross train in a wide variety of clerical accounting duties.

Other duties as assigned.

MINIMUM REQUIREMENTS:

This is an open and promotional position. Must be a United States citizen or lawful permanent resident, able to read and write the English language; high school diploma or GED. Must keyboard accurately at 45 WPM.

Open entry applicants must have an equivalent to five (5) years' full-time professional employment experience in accounting, bookkeeping, or related experience as defined herein.

Promotional applicants must be a current Spokane County Sheriff's Office employee with at least three (3) years as a Sheriff's Technical Assistant 2 **OR** two (2) years as Sheriff's Technical Assistant 3 **OR** a combined total of three (3) years' experience as a Sheriff's Technical Assistant 2 and/or 3 **OR** a current Sheriff's Technical Assistant 2, or above, that has successfully completed probation and has an equivalent to three (3) years' full-time professional employment experience in accounting, bookkeeping, or related experience as defined herein.

SELECTION FACTORS:

Knowledge of:

- Spokane County Sheriff's Office policies and procedures
- accounting and bookkeeping principles and methods; Washington State BARS and GAAP
- applicable policies, procedures, and regulations covering specific area of assignment
- principles of record keeping and records management
- computers, County financial software, and Microsoft Office

Skilled in:

- maintaining accurate accounting records
- organizing, prioritizing, and coordination of work activities

Ability to:

- establish and maintain effective working relationships with co-workers
- follow verbal and written instructions
- work with limited supervision
- maintain a policy and procedure desk manual