



Position Description

Financial Specialist

This position is classified as “Non-Exempt” for the purposes of overtime in accordance with the Fair Labor Standards Act (FLSA)

The position of Financial Specialist is responsible for maintaining and coordinating the Financial functions of the District in accordance with WA State Conservation District Law, the policies of the Conservation District Board of Supervisors and under the direct supervision of the District's Board of Supervisors. Funding for this position is subject to availability and successful attainment of grant money.

Duties and Responsibilities:

1. Payroll – Processes payroll using BARS Integrated Accounting System (BIAS). Completes and submits necessary Labor and Industries Report, Employment Security Department Quarterly Tax Report, 941 Employer's Quarterly Federal Tax Return and submits monthly Tax Deposits. Ensures proper payment and recording of employee FLEX program.
2. Financial Records - Maintains all financial records in an efficient, accessible, auditable, accountable format consistent with generally accepted accounting/bookkeeping principals, grant funding source requirements and standards of Washington Conservation District Law.
3. Accounts Payable and Receivable – Prepares/processes all invoices and billings. Prepares deposits and reconciles all bank accounts. Prepares accurate, legible and easy to understand monthly and annual financial reports.
4. Works closely with District Manager in preparing for and conducting required audits.
5. Accurately tracks expenditures and balances of individual grants, contracts and bank accounts.
6. Prepares and submits vouchers in a timely manner for reimbursement on all current District grants.
7. Works closely with District Manager to prepare, maintain and monitor the District budget and complete/submit required reports to funding sources and other agencies.
8. Maintains all grant records in a neat and orderly fashion.
9. Provides secondary administrative/receptionist duties including greeting public, answering phones, processing mail and assisting staff.
10. Maintains accurate records regarding time-keeping and authorized expenses.

11. Attends meetings within and outside of the district, as directed by the District Manager and the District's Board of Supervisors. This may include evenings, weekends and possible overnight stays.
12. Assist the District's Board of Supervisors in carrying out program responsibilities. Seek and maintain adequate funding to carry out the programs established by the District's Board of Supervisors.
13. Performs other duties as assigned by District Manager and the District's Board of Supervisors.

Knowledge, Skills, Abilities and Experience:

- * Demonstrated knowledge and experience of proper accounting procedures with regards to grants, budgets, accounts payable, accounts receivable, payroll & bank account reconciliation. Working knowledge of WA State Auditor's Office Budgeting, Accounting and Reporting System (BARS) is desirable.
- * Required: High School graduate or equivalent
- * Preferred: Finance/Bookkeeping/Accounting Certificate or AA Degree
- * Computer literacy (word processing, spreadsheets and database management)
- * Proficiency in Microsoft Outlook, Word and Excel. Experience in Power Point and Teams is desirable.
- * Excellent written and oral communication techniques.
- * Self-motivated team player with ability to work independently.
- * Ability to effectively communicate with the landowners, agency personnel, staff, and public in a professional manner.

Essential Functions:

The ability to read, write, speak & comprehend the English language. Duties are primarily completed in an office setting, which may involve sitting for extended periods of time, bending, stooping, frequent use of fingers involving typing & writing.

Supervision:

Day-to-day guidance and direction provided by District Manager. The employee occupying this position is ultimately responsible to the District's Board of Supervisors. This position has no supervisory responsibilities.