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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	030C
SUPERVISOR:	Finance Director*	SALARY RANGE:	22
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

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**GENERAL STATEMENT OF DUTIES:** Perform a variety of duties involving accounts payable, accounts receivable, bookkeeping, record keeping, purchasing, payroll and cashiering duties. This position is differentiated from the Clerk 1 and 2 positions by reflecting a higher and more complex level of duties and knowledge, with less supervision, related to accounting. Employees may be assigned to a specialty area. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Act as a teacher and proponent of best practices to staff across the County in areas of accounts payable processing, utilization of technology, purchasing cooperatives and programs, County policies, etc. Produce a variety of user-friendly how-to's, create forms and maintain updated information on F&T related topics on the intranet and, as applicable, the County website.

Propose and, upon approval, develop and implement incremental system improvement in the Finance Department. Act as technical lead on implementation teams for new technologies or other F&T operational upgrades. Provide feedback on potential process improvements and/or technological opportunities to save money and/or be more efficient in F&T operations.

Provide a wide range of support duties to the Department including managing the mail room, attending to the public as taxes are paid or for other issues, filing, stocking, preparing routine accounting and tax reports.

Create and maintain detailed process documentation for all County processes conducted on a route basis related to the Department in accordance with the Continuity of Operations Planning (COOP) standards.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**Finance Specialty:**

Perform accurate and timely processing of accounts payable including reviewing claims, matching them to purchase orders, preparing checks for signature, processing ACH payments, mailing payments and maintaining payables files.

Process monthly payroll and reconcile benefits billings, quarterly taxes, etc.

Maintain Fixed Asset records including fixed asset annual audit reports and capital project financial support.

Provide financial support to a variety of assigned County programs. Process monthly invoices, maintain logs and customer records, perform annual and any other required reconciliations of customer accounts, maintain customer accounts in software, etc.

Analyze total cost of ownership on a variety of goods and services and buy or lease decision making in the departments; negotiate contracts for copiers, office equipment and other goods/services used by F&T and other County departments.

Analyze vendor payments to contracts, reconcile large dollar contracts and be mindful of potential cost-

savings opportunities for F&T and the County at large in its larger goods and services purchasing. Request new vendor creation and maintain vendor records in filing system.

**Tax Specialty:**

Train with the Tax Collector on all areas of Oregon Property Tax Collection. Develop expertise in specific assigned aspects of tax collection.

Suggest and assist in the planning for implementation and use of new tax collection tools and/or technologies utilized at the County.

Receive and receipt property tax payments. Balance monies received and prepare bank deposits.

Assist employees and citizens at counter and over the telephone regarding tax and assessment questions. Respond to questions, provide general information and forms and discuss procedures related to tax and assessment issues.

Stay current with the law and technology solutions that would benefit the tax department.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a normal responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work under the direct supervision of the Finance Director who assigns duties and reviews work. \*Depending on the area of assignment or work currently performed, this position may be directly supervised by the Accounting Service Manager and/or the Tax Collector.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in accounting or related field with at least two years work experience in accounting or an Associate's degree in accounting or related field with at least five years work experience in accounting or equivalent to high school graduation with at least ten years work experience in accounting. At least three years work experience for the Columbia County (or other Oregon County) Tax Office. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of office procedures, elementary accounting, arithmetic and payroll rules and regulations. In depth familiarity with the use of computers and business software such as computerized accounting systems, word processing and spreadsheets.

Ability to correlate and evaluate a large volume of written and numerical data and to prepare accurate reports. Ability to perform accurate data entry and mathematical and accounting calculations and provide change. Ability to act in such a manner as to maintain the confidentiality of the records and issues which may be encountered. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** 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.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. General office environment.