

## KITSAP COUNTY CLASS SPECIFICATION

**TITLE:** ACCOUNTING ASSISTANT

**DEPARTMENT:** Sheriff's Office

**REPORTS TO:** Chief Civil Deputy Sheriff

### **GENERAL STATEMENT:**

This is responsible and varied accounting support work for the Kitsap County Sheriff's Office. Duties for the position may include, but are not limited to, payroll, accounts payable, accounts receivable, interfund billing, assisting with annual budget preparation, inventory control, reconciliation, fiscal reporting, general ledger coding/posting, and performing other general accounting clerical tasks as requested.

Work is performed independently, but may be reviewed for thoroughness, accuracy and conformance to established policies and procedures. The incumbent must possess the ability to use a degree of sound, independent judgment. Work is reviewed periodically for accuracy and adherence to established policies and procedures and service provided.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

#### Essential Job Functions:

Prepare, process and audit department payroll for the Sheriff's Office, including number of hours worked, personnel issues and the maintenance of employee leave balances/usage. Conduct daily/weekly/monthly reconciliation of cost distribution and budget analysis.

Review collective bargaining agreements to ensure compliance as related to payroll/personnel issues.

Receipt invoices and prepare or coordinate proper expenditure coding in preparation of payment of vouchers.

Reconcile monthly statements and warrant "issue" registers. Receive price quotes and prepare purchase requisitions when required.

Prepare billings for outside and inter-governmental customers.

Coordinate with Auditor's Accounting division for timely processing of billings.

Establish new accounts for customers requiring services provided by the Sheriff's Office and the Corrections Center. Maintain customer accounts, including billings, receipting payments, aging accounts and collection of past due balances.

Assist in annual budget preparations and analysis as they relate to the divisions of the Sheriff's Office.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

**Other Job Duties:**

May assist in audits by State Examiners and internal auditors.

May prepare reports, correspondence and other documents.

Perform other related duties as requested.

**WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

Work is performed primarily in an office environment. Sitting may be required for extended periods of time while completing job duties. Must be able to operate a personal computer/computer terminal, copier, calculator, etc. and perform arithmetic calculations. The incumbent must have the ability to communicate effectively, both over the phone and in person.

**KNOWLEDGE AND ABILITIES:**

Knowledge of: Theory and practice of governmental accounting principles and methods. Principles and practices of proper accounting procedures. Modern office practices and procedures and the use of modern office equipment, including personal computers, related peripheral equipment and software. Automated accounting systems.

Ability to: Perform accounting computations quickly and accurately. Process and audit computerized accounting transactions. Reconcile daily work performed at month and year-end. Establish and maintain effective working relationships with co-workers, county employees, other County departments and outside agencies/clients. Work effectively under pressure and meet strict deadlines. Maintain detailed books of accounts and prepare reports.

**QUALIFICATIONS:**

Two years of work experience in bookkeeping, accounting, auditing or related field. Completion of college level coursework in bookkeeping, accounting or a related field may be substituted for up to one year of the required experience. Experience in governmental accounting and accounts payable is desirable. Previous office environment experience using Microsoft Word, Microsoft Excel, and automated accounting programs is preferred. Experience with J.D. Edwards accounting/payroll system is desirable.