

SNOHOMISH COUNTY JOB DESCRIPTION
ACCOUNTING ASSISTANT I - CORRECTIONS

Spec No. 6231

BASIC FUNCTION

To perform a variety of accounting duties such as accounts payable, accounts receivable, payroll and receipting for a department or division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives, processes and deposits cash receipts from accounts receivable, counter fees and sales; prepares treasurer's transmittals and bank deposits; posts, receipts and invoices to manual and automated records; categorizes, balances and reconciles receipts and bank statements; may prepare accounts receivable billings.
2. Receives, verifies and processes accounts payable vouchers; verifies vouchers for such things as accuracy, proper signatures and backup documentation; posts ledgers; maintains petty cash fund.
3. Participates in the preparation of the annual budget; prepares and submits budget drafts, budget transfers, emergency appropriations and supplemental appropriations for approval; provides accounting and budget related data to management as necessary.
4. Maintains inventory records and custody of supplies; requisitions supplies and equipment; arranges appropriate maintenance services for the repair of facilities or equipment.
5. Maintains established financial related automated systems; calls up and fills out screens and enters and/or retrieves data; proofs and corrects work entered; runs reports.

STATEMENT OF OTHER JOB DUTIES

6. May set up, post and reconcile payroll ledgers; verifies time cards and maintains vacation, sick leave, overtime and comp time records; prepares monthly payroll forms such as time cards, entry sheets, batch and control sheets.
7. Collects data and prepares reports as assigned.
8. Performs related clerical duties and assists in other areas as required.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

One (1) year of clerical experience; OR, any equivalent combination of training and or experience that provides the required knowledge and abilities. Familiarity with the criminal justice system is preferred. Must pass job related tests.

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SPECIAL REQUIREMENTS

Depending upon area of assignment may be required to type thirty-five wpm and use a 10-key by touch.

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination. A pre-employment physical examination may be required for employment.

Candidates must be at least 21 years old at the time of application.

KNOWLEDGE AND ABILITIES

Knowledge of:

- double entry accounting principles and practices
- basic mathematics
- standard office practices and procedures

Ability to:

- work rapidly and accurately with names, numbers and codes
- concentrate on a accuracy of details
- maintain confidentiality of working information
- exercise judgment as to when to act independently and when to refer situations to higher authority
- follow oral and written instructions
- make arithmetic calculations
- clearly explain policies, procedures and schedules
- maintain necessary records and prepare required reports
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with superiors, associates, and the general public
- operate standard office equipment

SUPERVISION

The employee receives general direction from an administrative superior as assigned. Assignments are made indicating generally what is to be done the quantity of work expected and nay deadlines, which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion, and accuracy.

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WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1996 as Accounting Assistant, Corrections
Revised & Retitled: December 1997 as Accounting Assistant I, Corrections
EEO Category: 6 – Administrative Support
Pay Grade: 306 - Correction Support Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous