

**WASHINGTON COUNTY
CLASS DESCRIPTION, 1998**

POSITION TITLE: DEPUTY FINANCE OFFICER

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of this position is to perform accounting, procurement, administrative and other financial duties for Washington County. Work involves include receiving, documenting and depositing cash payments collected by the County; procuring goods and services in accordance with State and local purchasing policies; administering employee benefits and County insurance activities; and performing general accounting duties such as reconciling accounts, preparing journal adjustments and preparing related reports. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Receives, records, and deposits cash payments to the County for varied programs and services (including tax payments). Documents deposits and receipts in automated and manual records.

Performs a variety of procurement duties to include accepting requisitions and preparing purchase orders; consults catalogues for pricing; ordering supplies and equipment; and receives and inspects shipments to ensure proper quantity and condition.

Performs a variety of accounts payable (AP) duties including coding invoices and obtaining necessary signature; approving invoices for payment; keying invoice information into automated AP system and running checks. Signs accounts payable checks in the absence of the Finance Officer.

Assists with administering employee benefits programs by enrolling employees in health insurance programs; researching and resolving insurance claims and related invoices; explaining benefit program policies, procedures, eligibility requirements and provisions. Prepares COBRA letters for employees regarding continued benefit coverage.

Performs a variety of general accounting functions to include keying data, canceled checks and fixed asset information into the financial information system; preparing journal adjustments; balancing accounts and reconciling discrepancies; conducting fixed asset inventory; etc.

Processes varied insurance claims to include worker's compensation claims, property claims and liability claims.

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Prepares financial statements, summaries and reports; and submits to appropriate department, manager and/or County official.

Creates and updates queries to obtain information for financial reports.

Answers questions and provides information upon request; explains policies and procedures; and may assist other departments, financial clerks and/or the general public with completing financial forms.

Assists with preparing the budget. and/or audit information.

Establishes and maintains a variety of department manual records and files. Researches information in files upon request.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs varied clerical tasks in support of assigned duties and responsibilities, i.e. filing, copying, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in accounting or a related field; supplemented by 1 – 2 years of experience performing accounting work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate varied office equipment.

Verbal Aptitude: Requires the ability to utilize a variety of advisory and reference data such as accounting and policy manuals, financial statements, financial reports, forms, administrative procedural manuals, and related program records.

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Mathematical Aptitude: Requires the ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations, to prepare statistical information and financial reports.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Dexterity: Requires the ability to perform skilled coordinated movements, such as operating varied office equipment.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds.. Some tasks require oral communications ability. Some tasks require visual perception and discrimination.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PERFORMANCE INDICATORS

The work performance of non-supervisory personnel of Washington County is routinely evaluated according to the performance criteria outlined herein:

Knowledge of Work: Has working knowledge of the principles, procedures, methods and practices of accounting and fiscal work. Has general knowledge of the County benefit programs, procurement policies and procedures and insurance claims procedures. Has considerable knowledge of general office practices, methods and procedures used by the County. Has general knowledge of basic data processing systems. Is skilled in the use of common office equipment, including computer-driven word processing, spreadsheet and file maintenance programs. Is able to prepare and maintain accurate records. Is able to develop and modify work procedures, methods and processes to improve efficiency. Is able to exercise considerable tact and courtesy in frequent contact with the public. Is able to exercise tact and discretion in handling confidential personnel information. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with whom position interacts.

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Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

Cooperation: Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc.. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally, and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards, to include regulatory entities. Ensures such standards are not violated.

Washington County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Washington County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.