



PACIFIC MOUNTAIN
WORKFORCE
DEVELOPMENT

POSITION TITLE:

**FINANCIAL SERVICES
SPECIALIST II**

POSITION DESCRIPTION

Reports to: Administrative Services Coordinator

Starting Salary Range: \$3,763 – 4,075/month

Full Salary Range: \$3,763 – 5,009/month

FLSA: ___ Exempt X Eligible

Type of Position:

X Regular Full-Time

___ Regular Part-Time

___ Temporary

JOB SUMMARY:

Performs data entry, accounting and bookkeeping functions such as accounts payable, accounts receivable, payroll, and general ledger. Ensures proper processes and internal controls are followed to maximize efficiency, compliance and integrity within the accounting system. Updates related spreadsheets, files, and reports as needed. Works with the other fiscal staff to meet required deadlines of activities and supports supervisor to implement department improvements. Utilizes contract templates to create new or modified contracts, gathers required contract information, ensures compliance, disseminates and tracks contracts for completion.

JOB FUNCTIONS:

1. Involved in bookkeeping functions needed to record financial transactions. Records, balances, and classifies all revenue and expenditures to proper accounts in accordance with WDC and regulatory procedures.
2. Processes accounts payable invoices, ensures proper documentation and approvals are obtained. Tracks and reconciles outstanding purchase orders.
3. Processes accounts receivable, generates invoices, and tracks payments.
4. Enters staff and participant payroll, ensures accuracy and completeness of hours, allocations, wages and benefits. Processes participant payroll bimonthly.
5. Records transactions for all state and federal taxes, monthly, quarterly or as needed.
6. Helps maintain and update personnel profiles in HR Management software.
7. Assists in budget reviews and tracking of grant, project, and contract budgets.
8. Prepares contract packages and verifies compliance and completion.
9. May help assist and coordinate the financial monitoring of contracts and programs.
10. Suggests recommendations for procedural or policy changes in the accounting, payroll, inventory management and human resources administrative systems or procedures.
11. Audits entries and documents to ensure accuracy, propriety, proper account coding, adequate explanations, and other applicable information in accordance with federal and



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state regulations.

12. Helps prepare and present training sessions for other PacMtn staff in preparing documentation or performing specific bookkeeping, payroll and human resource functions.
13. Assists in research projects requiring research, interpretation, or auditing of statistical data as assigned and prepares various schedules and reports for financial statements requiring the knowledge of governmental accounting principles.
14. Reviews the various accounts, financial summaries, and statements for accuracy and compliance.
15. Assists in testing computer accounting programs used in the work unit.
16. May provide administrative support to human resources functions as assigned by the supervisor.
17. Prepares files for archiving, tracks and maintains log of archived file inventory.
18. May help in in training and delegating work to Financial Services Specialist 1's.
19. May provide clerical assistance as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Generous knowledge of bookkeeping, accounts payable, accounts receivable and payroll processes.
2. Understanding of non-profit/governmental/fund accounting.
3. Ability to maintain process according to federal and state regulations.
4. Experience with accounting software programs.
5. Experience reconciling accounts and maintaining general ledgers.
6. Capable of producing various financial reports from interpreting and analyzing data.
7. Experience with basic human resource functions.
8. Proven experience with Microsoft Excel, Word and Outlook.
9. Attention to detail and accuracy.
10. Proven organizational and multitasking skills
11. Ability to problem solve and analyze information
12. Excellent customer service skills
13. Able to maintain high levels of confidentiality



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14. Good verbal and written communication skills.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

The work is performed in an office environment. Minimal bending, stooping, kneeling or lifting involved.

OTHER:

None

Updated 04/03/2019