



PACIFIC MOUNTAIN
WORKFORCE
DEVELOPMENT

POSITION TITLE:

**FINANCIAL SERVICES
SPECIALIST II**

POSITION DESCRIPTION

Reports to: Senior Coordinator Finance & Administrative Services

Type of Position:

Regular Full-Time

Regular Part-Time

Temporary

Full Salary Range: \$22.14 - \$29.48

Starting Salary Range: \$22.14 – \$23.83

FLSA: Exempt Eligible

JOB SUMMARY:

Provides coordination of payroll, benefits and general human resource related activities. Performs accounting and bookkeeping functions such as accounts payable, accounts receivable, payroll, grant management, general ledger, special ledger and tax preparation. Reconciles and audits general ledger accounts. Prepares a variety of payroll or financial reports. Supports the Senior Coordinator Finance and Administrative Services with human resources administrative functions.

JOB FUNCTIONS:

1. Processes payroll, ensures accuracy and completeness of hours, allocations, wages and benefits. May review payroll entries from other financial staff.
2. Maintains benefit records and accounts. Reconciles benefit statements and manages benefit contracts.
3. Coordinates health insurance programs and policies.
4. Analyzes current personnel policies, human resource processes and procedures to ensure compliance with laws and regulations.
5. Maintains and updates personnel profiles in HR Management software.
6. Coordinates recruitment process for new staff, including completing forms, advertising, reviewing applications, providing interview support, and tracking documentation.
7. Supports and organizes employee training, wellness and recognition activities.
8. Prepares and presents training sessions for other PacMtn staff in preparing documentation or performing specific bookkeeping, payroll, and human resource functions, Including new hire orientations.
9. Distributes pertinent HR information to staff and answers questions and concerns.
10. Tracks, reconciles and reports all state and federal taxes; processes annual W-2's and W-3's.
11. Involved in bookkeeping functions, such as payroll, fixed assets, or accounts payable. Records, balances, and classifies revenues and expenditures to proper accounts in



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accordance with PacMtn and regulatory procedures.

12. Processes accounts payable invoices, ensures proper documentation and approvals are obtained. May review A/P entries from other financial staff. Processes annual 1099's.
13. Processes accounts receivable, generates invoices, tracks payments, and may review A/R entries from other financial staff.
14. Assists in budget reviews and tracking of budgets.
15. May help assist and coordinate the financial monitoring of contracts and programs.
16. Develops recommendations for procedural or policy changes in the accounting, payroll, inventory management and human resources administrative systems or procedures.
17. Prepares and audits entries and documents to ensure accuracy, propriety, proper account coding, adequate explanations, and other applicable information in accordance with federal and state regulations. Reconciles accounts and adjusts irregularities.
18. Undertakes independent research projects requiring research, interpretation, or auditing of statistical data.as assigned.
19. Reviews financial statements, grant reports and IRS reports for completeness and accuracy and in accordance with state and federal regulations.
20. Assists in testing computer accounting programs used in the work unit.
21. Provides administrative support to human resources functions as assigned by the Senior Coordinator Finance and Administrative Services.
22. Serves as a lead in training and delegating work to Financial Services Specialist 1.
23. 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 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. Knowledge and understanding of financial statements



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8. Experience in federal and state tax reporting and year end reports.
9. Experience with basic human resource functions.
10. Proven experience with Microsoft Excel, Word and Outlook.
11. Attention to detail and accuracy.
12. Proven organizational and multitasking skills
13. Ability to problem solve and analyze information
14. Excellent customer service skills
15. Able to maintain high levels of confidentiality
16. 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. Minimal travel required.

OTHER:

None

Updated 05/08/2020