

**Walla Walla County
Position Description**

JOB TITLE: Chief Finance Manager

DEPARTMENT: Auditor's Office

REPORTS TO: County Auditor

PAY GRADE: 8, Full time (40 hours per week); FLSA Exempt, Benefits Apply

JOB SUMMARY: This position oversees the accounting, auditing, and clerical financial functions for County funds and various taxing districts in the county. Performs complex accounting activities requiring professional competency. As part of the office administrative group assists in the development and implementation of internal policies; analyzes and audits financial records for completeness and conformance to rules, regulations, policies and procedures, specifically those related to financial functions. Work involves contact with employees, department heads and elected officials, and representatives for school, fire, irrigation, and other taxing districts. Independent judgment and corresponding decision-making is required within the accounting systems used and with other governmental agencies.

SUPERVISORY RESPONSIBILITIES: Work is performed independently, directly reporting to the County Auditor. Direct supervision is provided to other Auditor accounting staff and indirectly to other County departments remitting financial data and information.

ESSENTIAL FUNCTIONS:

- Prepare payroll for county departments, fire, irrigation, and other miscellaneous district employees; process changes, prepare a variety of subsidiary payroll reports; balances payroll benefits and deductions.
- Processes accounts payable for miscellaneous districts, issues warrants, and prepares various accounts payable reports.
- Audits voucher, invoices, receipts, payroll sheets and other claims for payment.
- Compiles and prepares complex reports, statements and documents; prepares and schedules the Auditor's Annual Report and sends to the State Auditor's Office.
- Responsible to balance the General Ledger monthly and yearly.
- Responsible for the Paid Family Medical Leave (PFML) premiums, balancing and reporting.

EXAMPLE OF DUTIES:

- Contacts county departments, school, fire, irrigation and miscellaneous district personnel to resolve problems, inaccuracies, missing, and inconsistencies in documents and transactions.
- Works with budgets adding accounts, posting adjustments and reconciling against annual budget document.
- Administrator for Eden accounting software and provide user support for county departments. This includes programming formulas in Eden as needed for new requirements.
- Keep financial records and assist handling of employee Labor and Industries claims; produce quarterly reports.

- Auditor's Office system coordinator for county employees benefit plans of medical, dental, vision, life, and Employee Assistance Program (EAP); handle coordination documentation of COBRA, ADA and FMLA; deferred compensation, HRA VEBA Plan and Flex Plan payments and filing of reports.
- Prepare cost-allocation plans for utilization with county departments.
- Responsible for handling of Unemployment Claims financials; billing funds, making deposits, and balancing accounts each year; produce quarterly report for county and Fire District # 4.
- Balancing year-end reports to IRS, Social Security, and produce employee W-2's.
- Produce and distribute annual 1095s in accordance with Affordable Care Act (ACA) rules.

EQUIPMENT TO BE USED: Operate a variety of office machines and equipment including computers (PC), multi-line phone system, scanner, printers, fax, copier, typewriter and 10-key calculator. Use computer software including EDEN, Microsoft Office Suite and other assigned equipment where both speed and accuracy are necessary.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work is performed in the usual office environment. Must be able to sit for extended periods; bend, reach, stand and lift up to twenty-five (25) pounds. Requires visual and hearing acuity levels to operate personal computer and other office equipment and manual dexterity sufficient to perform the functions of the position. Requires sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- High level knowledge of principles, practices and procedures for accounting and accounts maintenance.
- Relevant knowledge of IRS, Social Security, Labor & Industries, Deferred Compensation Programs and employee benefit laws.
- High level knowledge of computerized payroll and accounting systems.
- Computer literate, including Microsoft software programs.
- Knowledge in general payroll procedures, budgeting processes, and the state BARS.
- Ability to make rapid and accurate mathematical calculations; evaluate and correlate large volume of written and numerical data.
- Ability to establish effective working relationships with county personnel and other public agencies for which work is performed.
- Knowledge of current Governmental Accounting Standards Board (GASB) pronouncements.

EDUCATION AND EXPERIENCE: Bachelor's Degree (CPA preferred) in Accounting or related field and five (5) years payroll and accounting experience in double entry Fund Accounting for Washington State BARS (Budgeting, Accounting, Reporting System) or equivalent, or combination of education, experience and training that provides the skill level required above.

LICENSES AND OTHER REQUIREMENTS: Maintain a valid driver's license. Must successfully pass a background check and a driving record check.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.