

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Financial Technician

BAND: A	GRADE: 1	SUBGRADE: 3	CLASS CODE: J23-2013
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Financial	OVERTIME STATUS: Non-Exempt

JOB SUMMARY: The Financial Technician performs routine accounting support activities involving receiving, reviewing, processing, and entering into a computer system a variety of documents, deposits, and payments for financial transactions.

DISTINGUISHING CHARACTERISTICS:

The Financial Technician class is the entry level of the accounting support classification series. The Financial Technician class is distinguished from the Financial Specialist classifications by the performance of specific, routine tasks. The technical financial classification series is distinguished from the office support classification series by duties requiring greater accounting knowledge and skill. The technical financial classification series is distinguished from the professional financial classification series by duties based on knowledge of a particular financial area rather than a broad general professional knowledge of accounting principles and practices.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.)	BAND/ GRADE
1	Enters financial data into computer systems such as payments, appeals, payroll, invoices, changes of address and/or property ownership transfers.	A1
2	Processes a variety of financial documents such as: billing statements, NSF checks, account transactions and/or reimbursements.	A1
3	Performs accounts payable/receivable activities such as posting invoices, and payments, determining codes, verifying payments, generating warrants, matching warrants to invoices, assigning refund numbers and/or reconciling monthly statements from vendors.	A1
4	Performs cashiering activities such as setting up cash drawers, accepting payments (utility payments building and planning permits), issuing receipts, process credit card transactions, balancing drawers and/or running register tapes.	A1
5	Creates routine reports or runs, per schedule, existing reports from automated systems for such purposes as payroll, financial statements, tax documents and/or foreclosures.	A1
6	Performs other duties as required.	

Knowledge of: (Position requirements at entry):

- Basic bookkeeping theories and principles;
- Basic mathematics;
- Office practices;
- Customer service techniques;
- Proper phone etiquette

Skills (Position requirements at entry):

- Reviewing and verifying accounting information;
- Accepting money and making change;
- Performing a variety of calculations for payroll, taxes and invoices;
- Paying attention to detail and accuracy;
- Using office equipment such as phones, copiers, calculators, and fax machines;

CLASS TITLE: Financial Technician

- Using computers and related software applications;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (Position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and two years of general clerical experience or an equivalent combination of education and experience which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job.

Licensing Requirements:

Some positions may require a current Driver's license and proof of insurance, if requested; Successful completion of a criminal, financial investigation and / or general employment verification; Successful completion of specialty training and/or possession of specialty related certification is required within six months of appointment.

Working Conditions: Position may have the potential exposure to the following:

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

New Class: 9/1/97

Revised: 1/1/99

Revised: 07/01/21

Revised: 12/01/22