

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Financial Specialist II

BAND: B	GRADE: 2	SUBGRADE: 2	CLASS CODE: J23-2122
DEPARTMENT: VARIES	ACCOUNTABLE TO: VARIES	JOB FAMILY: Financial	OVERTIME STATUS: NON-EXEMPT

JOB SUMMARY: Under the guidance of professional staff, the Financial Specialist II performs specialized accounting support activities involving the receiving, reviewing, processing, monitoring and auditing of a variety of documents, deposits, payments, grant applications, contracts or collections; responds to questions and inquiries regarding the special area of assignment.

DISTINGUISHING CHARACTERISTICS:

The Financial Specialist II class is the third level of a five-level accounting support classification series. The Financial Specialist II class is distinguished from the Financial Specialist I class by the additional experience requirement to perform the duties and the assignments requiring a higher degree of independence and accountability.

DUTY NO:	ESSENTIAL DUTIES:	BAND/ GRADE
1	Audits, processes and approves disbursements and receipts, applications for processing by internal departments or county associated districts.	B2
2	Monitors and audits designated account activity by recording and auditing deposits and withdrawal transactions; prepares journal entries as required. Processes adjustment to reallocate funds as necessary. Maintains, verifies, and updates electronic databases and account information.	B2
3	Creates journal entries to be audited based on various accounting activity. Performs account payable activity including issuing and reconciling payments or payroll data and attendance entry.	B2
4	Compiles, prepares and submits financial reports and state / federal / agency required reports as assigned	B2
5	Responsible for asset inventory management or LAN liaison activities for specific office of employment.	B2
6	Provides customer service by greeting customers and provides technical support, explaining the issue at hand and resolving issues for services received or amount billed.	B2
7	Performs the duties assigned to lower level classifications as needed.	B2
8	Other duties as assigned.	

Knowledge of: (position requirements at entry):

- Basic accounting theories and principles;
- Knowledge of standard computerized accounting programs;
- General knowledge of financial specialty assignment area;
- Basic mathematics;
- Office practices;
- Customer service techniques;
- Phone etiquette.

Skills (position requirements at entry):

- Applying problem solving techniques to various situations;
- Analyzing financial information and preparing sound financial recommendations;
- Interpreting and applying guidelines, rules, regulations and laws as they apply to area of responsibility;
- Reviewing and verifying numerical and text information;
- Preparing, processing and auditing numerical data and documents related to assignment area function;
- Performing a variety of calculations for payroll, taxes and invoices;

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<ul style="list-style-type: none">• Paying attention to detail and accuracy in a multitasking environment;• Using standard office equipment such as telephones, document scanner / copiers, calculators, fax machines;• Using computers and related accounting 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.
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Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Exam (GED) and Four (4) years of general accounting support or related 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.

Preferred: Associate degree in Accounting or two (2) year technical certificate in related field and two (2) years of experience.

Licensing Requirements (potential position requirements at entry):

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: 01/98: Program Specialist

New Class: 07/21

Revised: 12/01/22