

YAKIMA COUNTY, WASHINGTON
CLASS TITLE: Financial Specialist III

BAND: B	GRADE: 2	SUBGRADE: 3	CLASS CODE: J23-2123
DEPARTMENT: VARIES	ACCOUNTABLE TO: VARIES	JOB FAMILY: Financial	OVERTIME STATUS: NON-EXEMPT

JOB SUMMARY: The Financial Specialist III performs higher level 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 III class is the fourth classification of a five-level accounting support classification series.

The Financial Specialist III class is distinguished from the Financial Specialist II class by the necessity of a degree in Accounting or related field and / or experience in the specialized work assigned requiring more data analysis and research versus auditing of numerical data.

DUTY NO:	ESSENTIAL DUTIES:	BAND/ GRADE
1	Researches and prepares financial accounting and other reports required by the governing rules, laws or regulations and special reports by request from an internal departments or outside agencies as assigned.	B2
2	Researches and provides cost analysis reporting to internal departments or outside agencies as requested.	B2
3	Audits and proofs financial reports and legal documents for accuracy and conformance to departmental, county and/or state procedures.	B2
4	Creates and maintains computerized recordkeeping and reporting systems for monitoring the status of various financial accounts.	B2
5	Assists in computerized accounting systems design and changes to established procedures to ensure compliance to BARS requirements or applicable rules, laws or regulations.	B2
6	Initiates or assists in identifying, evaluating or resolving problems that occur in standard daily operations and the monitoring of the accounting system for proper functioning.	B3
7	Assists internal departments and outside agencies and districts regarding accounting issues.	B2
8	Performs the duties assigned to lower level classifications as needed.	B2
9	Other duties as assigned.	

Knowledge of: (position requirements at entry):

- Basic accounting theories and principles including cost analysis;
- Financial theories and principles;
- Knowledge of standard computerized accounting programs;
- General knowledge of financial specialty assignment area;
- Standard office practices and procedures including the handling of financial data;
- Practices and principles of project implementation;
- Terminology, laws, rules, codes and regulations governing the area of assignment;
- Research, analysis, investigation and evaluation methods and techniques;
- Rules or grammar, spelling and punctuation used in professional correspondence and reports;
- Time management principles;
- Customer service techniques

Skills & Abilities (position requirements at entry):

- Ability in analyzing, preparing and processing legal documents;
- Financial theories and principles;

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- Research, analysis, investigation and evaluation methods and techniques;
- Paying attention to detail;
- Time management principles;
- Terminology, laws, rules, codes and regulations governing the area of assignment;
- Drafting and finalizing legal documents to assure compliance with statutory requirements and office policies;
- Using standard office equipment such as telephones, document scanner / copiers, calculators, fax machines;
- Communication, both oral and written, sufficient to exchange or convey information and to give or receive work directions;
- Presenting professional results and recommendations as required by management, attorney and the court;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public.

Training and Experience (position requirements at entry):

Associate degree in Accounting, Finance or Legal Administration and THREE (3) years of financial or legal experience of which 6 months are in an area of specialty or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job. Some positions may require lead work experience.

Preferred: Bachelor's Degree in Accounting, Finance, Business Administration or Legal experience

Licensing Requirements (potential position requirements at entry):

Some positions may require a current driver's license and proof of insurance;

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 Representative

New Class: 07/2021 Financial Specialist III

Revised: 12/2022