

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Financial Specialist IV**

<b>BAND:</b> <b>B</b> <b>B</b>	<b>GRADE:</b> <b>2</b> <b>3</b>	<b>SUBGRADE:</b> <b>4</b> <b>1</b>	<b>CLASS CODE:</b> <b>J23-2124</b>
<b>DEPARTMENT:</b> VARIES	<b>ACCOUNTABLE TO:</b> VARIES	<b>JOB FAMILY:</b> Financial	<b>OVERTIME STATUS:</b> NON-EXEMPT

**JOB SUMMARY:** The Financial Specialist IV is responsible for performs specialized accounting support activities involving the receiving, reviewing, processing, auditing of a variety of financial and legal documents, responding to questions and inquiries regarding the special area of assignment.

**DISTINGUISHING CHARACTERISTICS:**

The Financial Specialist IV class is the highest level of five-level accounting support classification series. The Financial Specialist IV class is distinguished from the Financial Specialist III class by the necessity of a degree in Accounting or related field and the technical knowledge required of the position as well as lead responsibilities. The Financial Specialist IV differs from the Accountant classifications based on the level of decision making and authority it making recommendations and drafting systems and procedures that have an effect on the department assigned or county as a whole.

<b>DUTY NO:</b>	<b>ESSENTIAL DUTIES:</b>	<b>BAND/ GRADE</b>
1	Under the direction of management, position is responsible for overseeing or coordinating daily operation of an assigned function within a department.	B2
2	Oversees reporting and control methods and ensures compliance with mandated statutes. Performs compliance and financial audits of employees and processes to ensure and maintain internal control and security. Monitors procedures and technical processes for accuracy and recommends / implements changes as needed or required by federal / state regulations.	B2
3	Analyzes and audits and reconciles financial information such as funding sources, assigned accounts, investment options and contracts;	B2
4	Functions as first point of contact and technical advisor for employees and / or agencies using function specific computer software. Coordinates updates, testing and analyzes changes. Answers questions regarding the software; trains others as needed.	B2
5	Functions as a lead to other subordinate employees in: implementing work schedules, monitoring accuracy of assigned work, ensuring that work is completed in a timely manner and provides instruction and training as needed.	B2
6	Performs the duties assigned to lower level classifications as needed.	B2
7	Other duties as assigned.	

**Knowledge of: (position requirements at entry):**

- Comprehensive knowledge of laws, policies, rules, regulations and operating procedures governing the area of assignment.
- Knowledge of how to make responsible decisions in accordance with state requirements and county policies; Knowledge of the principles and practices of cash management, record keeping systems, accounting, personnel administration and internal auditing.
- Knowledge of supervisory techniques.
- Knowledge of budget, accounts payable and accounts receivable. Comprehensive knowledge of licensing and recording databases.
- Modern office procedures and phone etiquette;
- Customer relations and team building concepts.

**Skills (position requirements at entry):**

- Ability to plan, coordinate, supervise and evaluate the work of assigned employees;

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- Reviewing and verifying accounting information and performing calculations;
- Tracking account activities;
- Preparing financial spreadsheets and word processing documents;
- Organization, prioritization and paying attention to detail and accuracy;
- Ability to maintain necessary records and prepare required reports.
- Multi-tasking and working effectively with interruptions;
- Ability to critically analyze records and decisions to arrive at a reasonable answer
- Ability to plan, coordinate, supervise and evaluate the work of subordinate employees; identify personnel, procedural and systems problems; develop solutions and monitor implementation.
- Ability to read, interpret/analyze data rapidly and accurately, and to apply work related rules, regulations, laws and procedures.
- Communicating and expressing ideas effectively, orally and in writing sufficient to convey required remedies to payment requirement deficiencies.
- Ability to establish and maintain effective interpersonal working relationships with co-workers, internal departments, outside agencies and the general public.

**Training and Experience** (position requirements at entry):

Associate's Degree in Accounting, Finance or Legal Administration and THREE (3) years of progressive financial or programmatic experience of which includes one (1) year of experience in a lead worker capacity; 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:**

Governmental accounting experience, familiarity with the BARS reporting method.

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

**Licensing Requirements** (some positions may require 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: 1/98 Senior Program Representative

New Class: 07/2021 Financial Specialist IV

Revised: 12/2022

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