



MASON COUNTY CIVIL SERVICE COMMISSION POSITION DESCRIPTION

Title: Financial Assistant		Department: Sheriff's Office	
Affiliation: IWA/IAM		Reports to: Finance Manager	
Salary Range: According to the current Collective Bargaining Agreement		Supervises/Directs: None	
Risk Class: 5306-07	Job Class: 2021	Exempt Non Exempt X	Regular Driver: N

DESCRIPTION

An incumbent in this entry-level position performs a variety of basic financial record keeping work for the Mason County Sheriff's Office. Duties may include but are not limited to payroll and personnel records, and general accounting and support services tasks as assigned.

Work is performed independently, but may be reviewed for thoroughness, accuracy, and conformance to established policies and procedures. Incumbents must possess ability to use sound, independent judgment.

This classification specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in the position.

ESSENTIAL FUNCTIONS

- Prepares, processes, and audits time-keeping for the sheriff's office.
- Prepares statistical reports including leave reports, and payroll. May undertake independent research projects as assigned and prepare various schedules and reports.
- Completes all purchasing orders and requisitions as directed.
- Prepares audits, reconciles, and processes invoices and other financial documents to ensure accuracy, proper coding, adequate explanations, and other applicable information in accordance with appropriate regulations.
- Assists the Finance Manager in reconciling and accounting for sums of cash received for service fees and various facility programs.
- Participates in the establishment of and maintains procedures pertaining to the operations of the section.
- Operates calculators, computers, and other office machines as required by the duties of the position.
- Prepares, tracks, documents files and audits personnel, medical and training records as required by accreditation standards.
- Regular, reliable, and punctual attendance.

DISTINGUISHING FEATURES

Financial Assistants work with a variety of complex software and accounting programs daily including the BARS system.

Incumbents may experience highly stressful situations in the process of resolving problems under strict deadlines.

Incumbents are expected to function with considerable independence and have latitude in exercising independent judgment within the framework of existing accounting policies and procedures. Work is performed under general supervision and is reviewed periodically for adequacy and accuracy of records, reports, and functions.

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age at the time of appointment.
- Pursuant to RCW 41.14.100, must be a US citizen and be able to speak, read, and write the English language.
- Must possess a high school diploma or GED.
- Acceptable scores on Civil Service skills examinations.
- Pass a background investigation which includes a polygraph exam and behavioral assessments.
- Use a personal computer and related software packages to successfully perform the essential job functions of the position.
- Communicate clearly and concisely orally and in writing.

PREFERRED QUALIFICATIONS

- Methods and practices of financial recordkeeping, accounting, and bookkeeping including financial terminology, business math, modern office practices and procedures, and equipment.
- Knowledge of BARS governmental accounting and reporting systems.
- Knowledge of contemporary word processing, spreadsheet, and database software.
- Prioritize tasks and work with minimal supervision.
- One year experience in finance office setting.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Lifting of records and reports may be required, usually not in excess of 50 pounds. May be required to deliver items and operate county vehicles.

Civil Service Commission Signature of Approval: 12/21/2023

DocuSigned by:

Sve Ickes

2F1F1786DC414B2...



DocuSigned by:

Mark Nault

45396210EC4641B...

Elected Official / Human Resources Signature of Approval:

DocuSigned by:

Mary Ransier

EEF3A6CEC95C48F...

Date: 12/22/2023

I have read and understand the above position description:

Employee Name: _____

Date: _____

Employee Signature: _____