



Accounting Specialist

Posted: Thursday, April 19, 2018

Closing Date: Friday, May 4, 2018 at 4:59 PM

Salary Range: \$4714 - \$6016/month

About WCCCA: Washington County Consolidated Communications Agency (WCCCA) is the second largest 9-1-1 center in Oregon. We are a creative, innovative center that takes pride in customer service and high quality work. We are a stand-alone unit of local government comprised of 94 employees, 64 of which are dedicated 9-1-1 dispatchers. For more information about us, please visit our website: <http://www.wccca.com/about/>

About the Position: The Accounting Specialist is an integral part of our Administrative division, working closely with the CFO and Director. We have a small finance team which provides opportunities to cross-train and offers variety in daily tasks. This position primary responsibilities are accounts receivable, administer payroll, reconcile bank statements and manage the general ledger. WCCCA offers many benefits to make working here enjoyable. The office is close to shopping and public transportation, and has free parking as well as easy access to many major highways.

DUTIES:

Duties include, but are not limited to the following:

1. Prepares semi-monthly payroll for all employees applying thorough knowledge of automated payroll system, and all system screens. Assists with payroll system application changes and upgrades. Reviews and tests system changes and upgrades and communicates payroll issues to third party vendor.
2. Prepares semi-monthly changes to employee records in payroll system, verifying accuracy and completeness. This includes setting up new employee data, making changes to existing data in the payroll system, researching discrepancies, responding to garnishment orders, reviewing insurance and voluntary deduction orders and recording data in the payroll system as required.
3. Processes payroll related liabilities for employee benefits. Includes preparation of semi-monthly journal entries and reconciliations of related accounts.
4. Applies knowledge of various insurance eligibility rules, as well as bargaining unit benefits provisions and required employee qualifications. Updates changes in employee information; remits payments of all voluntary employee deductions; remits monthly union payments.

5. Prepared monthly billings and monitoring of accounts receivable.
6. Prepares journal entries. Reconciles ledgers and subsidiary records.
7. Assists in the basic monthly financial statements and reports preparation; assists in the coordination of fiscal activities, such as preparation of the annual budget and Comprehensive Annual Financial Report.
8. Assists in audit work papers, schedules and statements for assigned accounts.
9. Assists in providing reasonable assurance that the Agency's assets are safeguarded against loss from unauthorized use and that transactions are executed in accordance with management's authorizations.
10. Serves as administrative secretary for Boards and Budget Committee, including scheduling/preparing notifications/posting of meetings; preparing/distributing meeting agendas, materials and reports; and recording/preparing/distributing meeting minutes.
11. Interprets, effectively communicates, and applies laws and regulations governing budgeting, accounting, and payroll related matters to coworkers, the public, and through correspondence.
12. Assembles data and prepares regular and ad hoc reports pertaining to the work of the department.
13. Performs specialized accounting studies and projects as assigned.
14. Serves as back-up to the Administration Specialist position.
15. Analyzes and coordinates the flow of correspondence, records maintenance and archival and other administrative services. Recommends and implements changes in fiscal and office management procedures as necessary.
16. Produces an acceptable quantity and quality of work that is completed within established timelines.
17. Provides excellence in internal and external customer service. Creates a positive experience for customers through professional and courteous behavior and creative problem resolution.
18. Develops safe work habits and follows all required safety policies, procedures and techniques. Contributes to safety of self, co-workers and general public.
19. Support and respect diversity in the workplace.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of payroll processing and office practices and procedures.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Working knowledge of English grammar, spelling, and usage in a business environment.
- Basic knowledge of budget practices and procedures.
- Basic knowledge of the laws and regulations governing budgeting.
- Basic knowledge of general ledger/automated accounting systems and procedures.
- Knowledge of various filing systems and methods.
- Basic knowledge of financial principles and practices.

Required Skills and Abilities:

- Strong ability to communicate effectively both orally and in writing with diverse customers, employees, other agencies, public officials and general public

- Advanced ability to use a keyboard; operate standard office equipment; word processing and spreadsheet programs and other application software as required for the position.
- Strong ability to compile and prepare periodic detailed accounting reports.
- Ability to apply policy and procedures to specific situations to process information, answer questions and explain decisions.
- Ability to organize one's time to balance multiple priorities, prioritize and organize work to complete projects within established timeframes, and consistently meet time lines and due dates.
- Strong ability to use tact and diplomacy with individuals from diverse backgrounds and develop and maintain constructive and cooperative working relationships.
- Strong ability to work cooperatively in a team-based environment.
- Ability to establish and maintain effective working relationships with employees, other agencies, public officials and the general public.
- Strong ability to apply excellent internal and external customer service skills.
- Ability to independently perform duties, research and analyze complex assigned problems and make recommendations in accordance with established policies and procedures.
- Ability to maintain confidentiality and communicate effectively both verbally and in writing.
- Ability to take minutes and transcribe information at a speed necessary for successful job performance.
- Strong ability to maintain accurate accounting records and reports.

EXPERIENCE AND TRAINING:

A degree in accounting, finance, business or a similar area, and preferred minimum of 2 years progressive experience in payroll and accounting, or any combination of college-level training and work experience that demonstrates the knowledge, skills and abilities to perform the above-described duties.

Refer to the [job description](#) for a comprehensive list of job duties and minimum qualifications.

Application Process:

Applicants must submit a completed employment application, resume and cover letter in order to be considered for this position. Applicants who submit only a resume will NOT be considered. You can submit your application materials via e-mail or standard mail.

WCCCA application can be found here: [Job Application](#)

Job Description can be found here: [Job Description](#)

A copy of this Job Announcement can be found here: [Job Announcement](#)

Email:

adminrecruit@wcca.com

Standard mail:

WCCCA

17911 NW Evergreen Place

Beaverton, OR 97006
Attn: Jennifer Kilcoin

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Examination Process:

1. Qualifications will be evaluated based on the information provided in the application and resume/cover letter.
2. Top candidates will be invited to participate in an interview and an assessment center.
3. Top candidates from the interview and assessment center will have a final Administrative interview.
4. The top candidate will be subject to a complete background investigation.
5. Final appointment will be made by the agency Director pending a successful background investigation, physical abilities exam and drug screen.

Benefits:

Health Benefits: We offer excellent medical, dental and vision plans through Regence Blue Cross, Kaiser, Delta Dental, Willamette Dental and VSP vision care.

Employee Assistance Program (EAP): This program provides strictly confidential counseling (in-person or e-support) and referral services for all benefit eligible employees and their family members enrolled on their insurance plan.

Health Care and Dependent Care Flexible Spending Accounts (FSA): These voluntary plans are designed to provide you with tax savings on certain health care and dependent care expenses.

Life Insurance: WCCCA provides a specified amount of Life Insurance and Accidental Death and Dismemberment insurance to you. You can also choose to add more coverage for yourself, your spouse and your dependents at your cost.

Long-Term and Short-Term Disability: Coverages provided by CIGNA and AFLAC.

Retirement: This is a State of Oregon Public Employee Retirement System (PERS) covered position. You will be enrolled in the PERS program automatically after fulfilling the required waiting period. Most PERS eligible employees pay a 6% employee contribution, however; WCCCA “picks up” this 6% employee contribution for its PERS eligible employees.

Deferred Compensation: If you are a benefit-eligible employee, you are invited to participate in the 457 Deferred Compensation Plan. This voluntary program allows you to save money and defer taxes until you take distribution at retirement. If enrolled in this plan, WCCCA will match 1% of your gross wages after a one year waiting period.

Paid Time Off: WCCCA offers generous paid time off benefits such as vacation time, holiday leave and sick leave.

Veteran's Preference:

If you have been discharged, or are a disabled veteran, you may qualify for veteran's preference points. If you feel that you qualify as a veteran, please submit a copy of your DD214 to qualify for veteran's preference points. If you feel that you qualify as a disabled veteran, please submit a copy of your DD214 along with a Veteran's Administration letter stating your disability to qualify for additional veteran's preference points.

Veteran's preference points cannot be honored without supporting documentation. You must submit the required veteran's preference documentation with your application.

Disabilities:

Applicants with a disability may request reasonable accommodations, through contacting Jennifer Kilcoin in any step of the process to assist them in demonstrating their qualifications to perform the duties of the position for which they are applying.

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