

POSITION DESCRIPTION

TITLE: Accountant
REPORTS TO: Administrator
LOCATION: Moses Lake, WA
DATE: 01/25/2018-open until filled.

This job might be for you if you see yourself as a dedicated and driven professional, who wants to make a lasting difference, willing to be at the table to find solutions, and strives to be a positive change catalyst in your community. The GCHD Chief Financial Officer is part of the agency leadership team and is responsible for the technical and administrative accounting work necessary to maintain the fiscal records and systems of GCHD in accordance with applicable federal and state governmental accounting standards and requirements. The accountant coordinates all GCHD interagency agreements and contracts.

GCHD is the local public health district serving Grant County, WA located in beautiful North Central Washington State. The health district is governed by the Grant County Board of Health. To learn more about GCHD's programs, services and the community visit: www.granthealth.org and to learn more about Grant County: www.grantedc.com.

Essential Functions:

- ❖ Provide advice and recommendations regarding financial policies, controls and systems.
- ❖ Provide technical evaluations and recommends procedures for the resolution of accounting/financial issues.
- ❖ Assist in evaluating legal compliance of grants, financial administrative regulations and state statutes.
- ❖ Analyze, address and completes a wide variety of highly technical accounting transactions and processes.
- ❖ Prepares a variety of complex accounting and payroll reports and ensures timely completion of monthly, quarterly and annual standard reports including completion of regular and special request accounting projects.
- ❖ Assist in monitoring transactions and disbursements to ensure adherence to health district policies.
- ❖ Prepares monthly treasurer's cash reconciliation.
- ❖ Ensures proper maintenance of the health district's fixed asset records; prepares and posts journal entries to the general ledger; performs periodic physical inventory of fixed assets.
- ❖ Assist with budget preparation and provide recommendations to leadership.
- ❖ Maintain reporting requirements for state and federal grants.



- ❖ Prepare financial reports for all state and federal requirements; assists auditors in all audits; verifies financial statements and schedules for accuracy and adherence to state and federal reporting requirements. Prepare notes to the financial statements. Complete and deliver data collection form to the Federal Audit Clearinghouse as required.
- ❖ Report and follow up on all instances of lost, stolen or mismanaged funds with the State Auditor.
- ❖ Serve as part of the health district's Incident Command System during an emergency.
- ❖ Other duties as assigned.

ANNUAL SALARY AND BENEFITS:

Based on qualifications and experience.

Benefits: Public Employees Benefits Board (PEBB) Insurance coverage includes health, dental, vision, and life for employee and dependents, as well as Public Employees Retirement System (PERS) benefits for the employee. GCHD strives to keep health and dental insurance costs low and affordable for staff.

Training and Career Development: Our agency will encourage your professional growth by providing you with training and career development opportunities to include employer paid continuing education credits.

PREFERRED QUALIFICATIONS

- ❖ Graduation from an accredited college or university with a degree in accounting, finance, business or related field and two (2) years of experience in governmental accounting or any equivalent combination of education and experience sufficient to perform the duties of the position.
- ❖ Valid Washington State driver's license and auto insurance.

KNOWLEDGE AND ABILITIES:

- ❖ Knowledge of Generally Accepted Accounting Principles (GAAO) and Governmental Accounting Standards Board (GASB) statements, theories and practices.
 - ❖ Knowledge of operating and expenditure accounting system (BARS).
 - ❖ Ability to maintain efficient and effective accounting systems and procedures; ability to accurately account for District funds.
 - ❖ Demonstrated analytical and technical/computer skills using government accounting systems, and proficient in use of personal computers and software packages, including specific knowledge of Excel, Word and QuickBooks.
 - ❖ Interest in team building, strategic planning, organizational change and performance management.
 - ❖ Dedicated, but flexible team player that utilizes good judgment and discretion.
 - ❖ Strong oral and written communication skills and ability to communicate effectively.
 - ❖ Ability to work under stress and handle stressful situations.
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WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position is exempt. Work is performed primarily in an office setting. GCHD is a family friendly organization and we strive to create a work-week schedule that works best for the employee while meeting GCHD needs.

Physical requirements of the position include speaking, hearing, seeing, sitting, walking, stooping, standing, lifting up to 50 pounds, writing, and driving; use of hands to finger, handle, feel or operate objects and equipment; reach with hands and arms.

Must have or obtain a valid Washington State driver's license within 30 days of employment, and have a car for job related travel. GCHD does maintain a fleet of company vehicles for employees use to conduct GCHD business. All employees are required show proof that they maintain liability auto insurance.

Must prove or obtain immunity to Measles and Rubella diseases within 30 days of employment.

It is the policy of GCHD to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.

TO APPLY:

GCHD Fax 509-766-6519 Email: vvaldez@granthealth.org

Mailing Address: 1038 West Ivy, Moses Lake, WA 98837

- Mail, fax or email a cover letter, resume, and GCHD application to Virginia Valdez, GCHD Human Resources.
- An application is **required**. Electronic application: <http://granthealth.org/wp-content/uploads/2017/12/employment2018.pdf>
- If you have questions about this position please contact Theresa Adkinson, GCHD Administrator tadkinson@granthealth.org 509-766-7960.

Grant County Health District is a tobacco-free hiring agency.
