AGENDA ITEM FOR ADMINISTRATIVE MEETING () Discussion only (X) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Position Reclassification

Background: Finance and Public Health are seeking to reclassify the position of Accounting Assistant IV. There are two such positions in Finance and one in Public Health, at a Range 16 The request is based on the added duties and responsibilities and critical thinking required of the position. The proposal is to reclassify the positions to Fiscal Assistant, Range 18. The general fund impact is approximately \$9,000 and \$4,500 to the Public Health budget. The general fund increase is included in the current budget.

Requested Action: Approve reclassification of Accounting Assistant IV position to Fiscal Assistant, Range 18, in Finance and Public Health, effective July 1, 2021

ATTACHMENTS: Finance Job Description

Checkoffs:	**************************************
() Dept. Head (copy () Human Resource	
() Fiscal (X) Legal (copy) () (Other - List:)	Needed at Meeting:
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Scheduled for meeting on	January 19, 2022
Action taken:	
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UMATILLA COUNTY POSITION DESCRIPTION



Department: Budget/Finance
Position Title: Fiscal Assistant

Employee Name:	<u> </u>		
Effective Date:			
Job Series:	Fiscal Assistant	Salary Range:	18
Union Covered:	Yes	BOLI Exempt:	No

GENERAL DESCRIPTION OF POSITION

The Fiscal Assistant will assist the Chief Financial Officer and Assistant Director of Budget and Finance in all aspects of the daily activities of the Budget/Finance Department. Position is responsible for Accounts Payable, Accounts Receivable, Supplemental Budget Preparation and Tracking. Verifies submissions for accuracy and adherence to County fiscal policies and procedures. This position requires a great deal of independent critical thinking and problem solving. Task prioritization and time management is essential.

SUPERVISORY RELATIONSHIPS

The Fiscal Assistant position is supervised by the Assistant Budget and Finance Director. This position interacts with vendors, department managers and staff. Completion of many tasks require a cooperative effort with other County departments.

PRINCIPAL DUTIES OF POSITION

Must produce high volume, high quality work while maintaining excellent customer service. Must handle multiple tasks simultaneously. Must be able to prioritize workload and self-manage to meet deadlines. Independent judgment and decision making is required in order to maintain correct, consistent work. Must follow County fiscal policies, and audit work to assure all departments are adhering to policies and Board of Commissioner's requirements. Employee must be fully cross trained with the other Fiscal Assistant, and be willing to expand workload and responsibilities.

1. Accounts Payable (EE): Audit payment submissions for accuracy, completeness, adherence to County fiscal policy and Board of Commissioners edicts. Request documentation, review contracts, review Board of Commissioner approvals. Review vendors for 1099 compliance. Process timely payments to vendors following County payment schedule. Problems and concerns are resolved in a courteous and

knowledgeable manner.

Manage purchase card payments, utility payments, discount vendor payments, tax turnovers, tax refunds, and other out of cycle payments to assure timely and accurate payments.

- 2. Cash Management (EE): Process incoming deposits utilizing County fiscal policies. Cash, check, electronic payments, and Local Government Investment Pool payments are received. As deposits from other County departments are received, cash is counted, a deposit form is signed and reviewed for accuracy. Other miscellaneous payments must be identified and a deposit form created. As electronic deposits are received, communication with departments is critical to correctly post payments. Deposits are keyed into the County financial software, and balanced. A spreadsheet with deposit information is completed and balanced with the bank each day.
- 3. Budget Support (EE): Prepare supplemental budgets, transfers, and memos for Board of Commissioner approval. Must complete, update, and balance multiple spreadsheets, as well as the financial software. Submits notices to the newspaper following publication rules. Attention to detail is critical to assure budget law compliance.
- 4. Advanced Administrative Support (EE): Uses multiple spreadsheets and other programs to maintain accurate records and provide meaningful information to others. Employee is encouraged to suggest and implement new processes to improve efficiency and cost effectiveness. Communicates effectively both verbally and in writing to create a positive atmosphere and team first office culture. Must work independently and produce high quality work in large volume to meet deadlines.

OTHER DUTIES OF POSITION

- 1. Provide support for audit, special projects, and tasks assigned by CFO or Assistant Director.
- 2. Assists management to develop and maintain staff morale, develop and sustain positive working relationships and encourage support of management, management decisions and management/county decision-making process.

REQUIREMENTS FOR POSITION

The Fiscal Assistant must possess at least five (5) years total experience in a combination of accounts payable, accounts receivable, full-charge bookkeeping, budgeting OR possess a Bachelor's degree in accounting or college level coursework in a related field and two (2) years of experience in accounts payable, bookkeeping activities. Advanced competence in Excel, Word, Google, and Microsoft Office. Must have accounts payable,

budgeting, and 1099 reporting knowledge. Must have ability to establish and maintain cooperative working relationships and follow County fiscal policies and procedures. Must be organized, pay attention to detail, and work independently to meet deadlines. Must work well under pressure, meet deadlines, maintain confidentiality, and work well with others

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date