

KING COUNTY WATER DISTRICT # 90
JOB DESCRIPTION

April 2016

TITLE: Accounting Clerk II (Accounting Specialist)

REPORT TO: Finance Manager

JOB SUMMARY:

This position is responsible for: accounts payable, payroll and employee benefits, District projects; reconciliation of certain assigned accounts, work orders, inventory, preparation of budget and year-end audit. May receive incoming cash and checks from customers and be responsible for verifying receipts and balance to cash register and answers the telephone.

ESSENTIAL JOB FUNCTIONS *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

Accounts Payable

- Code invoices to appropriate general ledger accounts.
- Handle vendor inquiries.
- Maintain accounts payable vendor files.
- Set up new credit lines with vendors, prepare credit applications.
- Match purchase orders, packing slips and bids if applicable to documents for approval.
- Data entry of invoices.
- Review and Reconcile statements to verify payments are complete and assigned to correct accounts.
- Quarterly verify that all the months bills have been received and processed, example year end make sure all Monthly GL Accounts have 12 entries.
- Maintain purchase lists with vendors which we have accounts field crew purchases from on a regular basis.
- Prepare blanket voucher approval document for Board of Commissioners.
- Handle research and periodic vendor accounts analysis and audit as appropriate or as requested. Mail all payments and file copies.
- Create Smart sheet from QuickBooks for commissioners to approve at meetings.
- Axway Payment Transport to King County Treasury and process the payments.
- Prepare copies of all WIP and Cost of Goods accounts for distribution and maintain files for WIP accounts.
- Review budget.
- Prepare A/P Accruals for year end.
- Set up new inventory when we purchase new items from invoices.
- Imprest Accounts, maintain and reconcile monthly to provide reports to commissioners.

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Payroll

- Enter approved timecards into QuickBooks.
- Prepare timesheet report for 2nd party review before processing payroll.
- Prepare Payroll.
- Create Employee Paystubs.
- Maintain spreadsheet for Field employee's sick leave, vacation, & comp. time.
- Maintain records of employee clothing allowance.
- Maintain each employee's payroll related records.
- Handle research and analysis regarding collective or individual payroll issues and keep up-to-date on requirements.
- Bi Monthly Payments to Child Support and 941 Taxes.
- Quarterly reports for L&I and Unemployment.
- Process payroll related liabilities such as VEBA, Aflac, Deferred Comp, PERS, etc.
- Update employee records with pay increases, new rates, health care co-pays.
- Document employee increases/ promotions in employee files.
- Maintain Employee's files with training, certifications, medical or other special items.
- Reconcile accuracy of all employee GL Accounts.
- Ensure compliance with District Policy and CWA union contract.
- Verify employees have backup when requesting reimbursements for training, mileage, conferences etc.

District Projects

- Reconcile District project accounts to the general ledger.
- Maintain District project files for all financial transactions.
- Prepare monthly schedule of construction work-in-progress by project.
- Compile information for audit on District projects.
- Various reports to verify checks and balances with InHance.

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- Backflow:
- Maintain all backflow information for customers report; enter reports into InHance and into BMPS. Prepare yearly mailings, and assist Cross Connection Specialist with all functions of the backflow program. Prepare letters to fail test reports, and door tag customers who are not in compliance. Enter yearly certifications of testers into program along with any new info such as insurance, meter calibration etc.
- Unclaimed Property.
- Maintain and enter all customer drafts banking information and files.

- Maintain the Meter Maintenance Program:
- Verify cycles are correct and in the proper sequence.
- Route and sequencing accounts
- Export meter reading files to handhelds. Import meter reads to Inhance;
- Verify meter information and produce work orders for all meter reading files. This includes meter reading, high reads, low readings, any work order requests for replacing meters, meter lids, trimming, etc.
- Set up new meter accounts and all meter change outs.
- Prepare adjustments if we misread meter and/or meter stuck and we need to estimate usage for customers.
- Customer letter.

- Assist with Unclaimed Property.
- Prepare analysis and reconciliation of certain assigned balance sheet accounts as required.
- Reconcile Payroll and Payable accounts. Prepare accruals for year end.

Work Order/Inventory

- Enter work order information related to inventory.
- Produce work orders for field crew as needed.
- Provide end of year inventory on hand.
- Produce work orders when needed for verification.
- Receive Inventory into stock, and set up new items in the Inventory master.

Miscellaneous

- Prepare month end Water Sales, Adjustments and Late Charges journal entries and

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- others, if necessary for reconciliation.
- Customer refunds, Process and mail payments. Reconcile account month end.
 - Transfer letters to previous owners and new owners to collect on final bills.
 - Balance and reconcile figures for month end and year end.
 - Close accounts payable and general ledger monthly.
 - Type correspondence for transfer letters for previous owners, and customer refunds.
 - Process all adjustments for office, including but not limited to late charges, lock off, liens, tampering.
 - Process NSF's.
 - Escrow estimates and closings.
 - Assist with customer shut offs.
 - Assist walk-in customers, answer telephone and/or other routine office procedures as required. Water Availabilities, New meter applications, payments, etc.
 - Miscellaneous Accounts Receivable.

OTHER JOB FUNCTIONS

Perform other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk, typewriter or computer terminal for extended periods of time. May be required to lift office supplies and equipment weighing up to 25 lbs.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Office practices, procedures, and principles; skilled in using a computerized accounting system, 10 key calculator, typewriter, and familiar with use of other standard office equipment
- Standard business English usage, spelling, grammar, and punctuation

Ability to:

- Demonstrated experience and proficiency in computer knowledge
- Strong computer experience in billing, general ledger, word processing, spreadsheets, payroll, etc
- Type 50 wpm, use 10 key accurately and efficiently
- Apply standard clerical practices and procedures to the specific area of assignment

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- Prepare routine reports, correspondence, and records
- Maintain the confidentiality of sensitive materials
- Deal courteously and tactfully in contact with the public
- Maintain files and other record keeping systems
- Communicate effectively, both orally and in writing
- Work as part of the office team, performing tasks to meet deadlines while maintaining accuracy and attention to detail
- Establish effective working relationships with employees, vendors, manager, and the public
- Physical ability to perform the essential functions of the job

EDUCATION AND EXPERIENCE

Candidate must be High School Graduate or Equivalent, and three to five years general office experience, including word processing, spreadsheets, cash handling skills, and accounting and financial preparation.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS

Valid driver's license