

SKAMANIA COUNTY

JOB DESCRIPTION

TITLE: LICENSING ACCOUNTING COORDINATOR **FLSA STATUS: Non-Exempt**
AUDITOR
Approved: 10/97
Revised: 11/07
Range: 19

SUMMARY

Oversees the Licensing Division of the Auditor's Office requiring a comprehensive working knowledge of licensing regulations and procedures as well as general departmental operations. The position is responsible for understanding and interpreting laws, codes, regulations and/or ordinances and applying such within the context of the licensing function. Evaluates the services provided and recommends changes to improve efficiency and consistency. Additional duties include the monthly medical benefit reconciliation for all county employees and the issuance of COBRA to terminating employees.

Work is performed with considerable independent judgment. This position may coordinate and oversee the activities of assigned staff in the Auditor's Office. The work requires a considerable amount of contact with county officials, department heads, county employees, other agency personnel and the general public.

Audits all vouchers for payment per established policies and procedures. Performs monthly reconciliation's, updates, and authorizes payment of employer contributions for the PERS and LEOFF Retirement Systems and for the Washington Counties Insurance Fund (WCIF). Compiles quarterly use tax return and the quarterly employer's tax report. Tracks changes for employee medical benefit decisions for 280 FTE.

ESSENTIAL FUNCTIONS

Oversees the Licensing Division of the Auditor's Office requiring a comprehensive understanding of licensing regulations and procedures as well as general departmental operations.

Provides detailed assistance to the public including the issuance of titles and licenses requiring a thorough working knowledge and understanding of the laws, regulations, policies and procedures specific to licensing functions and the ability to effectively interpret such.

Maintains a complete and current inventory of licensing documents as issued and requested by the Department of Licensing.

Independently prepares correspondence such as letters, orders, reports and other documentation relating to departmental operations and activities for the Auditor and for State and Federal agencies.

Plans and organizes indexing systems for maintenance of complex records or data as required by statute. Develops departmental policies and procedures as they relate to the Licensing Division.

Analyzes laws and ordinances affecting the Licensing Division and recommends changes in procedures to comply with the requirements.

Prepares monthly medical benefit reconciliation and prepares corresponding vouchers for payment. Maintains accurate and current records of all employees regarding active versus inactive status and eligibility for benefits. Prepares and distributes notification of COBRA rights to the appropriate individuals.

Provides administrative assistance to policy-making officials. Communicates areas of concern to the official and requests direction as to the most appropriate course of action.

Responds to citizen requests and/or complaints by researching the issue or concern.

Processes transactions and is accountable for all monies received in the Licensing Division and pertinent records of such.

Audits vouchers submitted by all county departments by checking vendor name and address, department number, BARS coding, invoice numbers, totals, and taxes.

Performs monthly reconciliation's, updates, and authorizations for payment of employer contributions for the PERS and LEOFF Retirement Systems.

Performs monthly reconciliation's, updates, and authorizations for payment of employer contributions for the Washington Counties Insurance Fund (WCIF).

Oversees the enrollment of new hires into the above programs and processes changes for existing employees as required.

Compiles the quarterly use tax return for the County per local, state, and federal guidelines.

Compiles the quarterly employer's tax report for the County per local, state, and federal guidelines.

PERIPHERAL FUNCTIONS

Cross-trained to assist in other divisions of the department as needed.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of State and Federal rules and regulations regarding vehicle titles, licensing and registration of such, as well as departmental policies and procedures.

Knowledge of the functions of county government and the inter-relationships between departments and outside cooperating agencies.

Knowledge of the principles and practices of governmental accounting, including the BARS coding system.

Knowledge of basic bookkeeping and accounting practices.

Demonstrated organizational skills and time management skills.

Demonstrated skill and efficiency in performing detailed work.

Demonstrated organizational skills and time management skills.

Effective listening skills.

Proficient use of standard office equipment including software applications specific to the work performed, such as word processing, spreadsheets, database management systems, e-mail, etc.

Ability and initiative to work independently with a minimum amount of supervision.

Ability to use independent judgment, make decisions, and accept responsibility for assigned tasks.

Ability to work with the public and volunteers in a professional and courteous manner under varying circumstances.

Ability to prepare accurate, clear, and concise reports.

Ability to maintain confidential information and materials.

Ability to communicate clearly and concisely, orally and in writing.

Ability to establish and maintain an effective and professional working relationship with elected officials, department heads, employees and other agencies.

Ability to effectively and efficiently carry out the policies of the department.

Ability to train and oversee the work of other classified employees and/or volunteers.

EDUCATION AND EXPERIENCE

High school diploma or G.E.D. Three years of similar accounting/bookkeeping experience preferably in county government, or an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the position.

LICENSES/CERTIFICATES

A valid driver's license may be required.

The ability to attain additional licenses and/or certifications as required by the position.

WORKING CONDITIONS

Work is performed primarily in an office environment

The ability to successfully pass background check and/or screening may be required.

PHYSICAL REQUIREMENTS

The duties of the above position require standing for extended periods of time, sitting, walking, stooping, bending, reaching, pulling, twisting, and the ability to lift up to 55 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

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