

TITLE: Finance Assistant

The Washington State Association of Counties (WSAC) is a private not-for-profit quasi-governmental corporation that provides legislative advocacy, education and training, business programs and professional services to elected and appointed officials in Washington State's 39 Counties.

Position Overview

WSAC is seeking a Finance Assistant to support the WSAC Finance and Administration Department's services and programs. This position is exempt and reports to the Finance & Administration Director. The position does not have supervisory responsibilities.

Responsibilities

The position will assist with the accounting duties of WSAC as well as all other organizations that WSAC provides financial service support. The duties of the position require considerable attention to detail, flexibility and ability to meet deadlines. Responsibilities have a significant impact on the department's operations, budget, accounting, record keeping, legal filings and customer satisfaction. Specific responsibilities include:

- Compiles, monitors, verifies and reconciles financial data in accounts payable and accounts receivable.
- Provides timely and accurate payments to vendors.
- Maintains electronic and paper files for accounts payable (including W9s) and accounts receivable.
- Prepares and assures timely deposits.
- Monitors monthly expense and reimbursement reports and maintains receipts in an electronic format.
- Provides accounting, clerical research and confidential administrative support to WSAC Director's as needed.
- Maintains financial registration data for up to eight conferences each year.
- Serves as back-up support to various administrative duties including front desk/phone coverage and other clerical duties as assigned.
- Performs fixed asset tracking, reporting and maintenance.
- Liaison to the Washington Counties Building (WCB) maintenance contractor.
- Coordinates WCB building projects as needed.
- Other duties as assigned by management.

Desirable Qualifications

- Two (2) years of college level course work in accounting, finance or related field AND at least three (3) years of financial or accounting experience involving the use of automated systems and bookkeeping principles.
- Knowledge and experience in general journal entry accounting principles and general financial management practices.
- Knowledge of MIP Fund Accounting system a plus but not required.
- Exceptional attention to detail, quality and accuracy.
- Strong multi-tasking abilities.
- Organizational, problem-solving and interpersonal skills.
- Ability to meet deadlines and work independently with a high degree of reliability, accuracy, and productivity.
- Demonstrated ability to work around, and with, confidential information, and exercise proper discretion in its dissemination.
- Strong verbal and written communication skills.

- Strong customer service mentality with a positive “can-do” attitude.
- Positive and professional demeanor at all times while working with staff, vendors, and members.
- Proactive and stays informed regarding upcoming tasks; easily adapts if project changes scope.
- Ability to problem solve, manage crisis situations effectively and maintain a professional composure while working under pressure.
- Excellent computer and technical skills with a proficiency in Microsoft Office Suite.

Salary and Employment Information

The salary range for this position is \$51,000 - \$60,000 and will be directly dependent on successful applicant’s qualifications and experience. The Washington State Association of Counties also offers an excellent employee benefits package including 11 paid holidays, 100% employer paid medical employee and full family, dental, vision, a health reimbursement account, and generous 401k contributions.

All WSAC employees are at will.

To Apply

Individuals interested in applying for this position shall electronically submit a letter of interest and resume to Karlyn Shannon, Director of Finance and Administration, Washington State Association of Counties, kshannon@wsac.org.

If you have questions regarding the position, please contact Karlyn Shannon, Finance & Administration Director, Washington State Association of Counties, at kshannon@wsac.org or 360-489-3017.