



# FRANKLIN COUNTY EMERGENCY MANAGEMENT

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Pasco, WA 99301  
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## FRANKLIN COUNTY EMERGENCY MANAGEMENT JOB DESCRIPTION

### ADMINISTRATIVE ACCOUNTANT

#### SUMMARY

Perform a variety of accounting, administrative, financial, payroll, benefits, accounts payable/receivable, audit and grant management duties. Control, process, manage and maintain complex fiscal processes, records, reports, systems, assigned funds, accounts, according to established policies, procedures, and in compliance with applicable regulations

Responsible for the administrative and fiscal functions of Franklin County Emergency Management. Performs a variety of complex accounting, grant/program management functions. This is a multifaceted position which includes, but is not limited to, the following duties: Payroll, accounts receivable/payable, audit reporting, benefits management, taxes, inventory control, and Emergency Coordination Center support and response.

#### SUPERVISION

This position operates independently under supervision from the Director, prioritizing payroll, taxes, benefits, accounts receivable/payable and grant compliance.

#### ESSENTIAL JOB FUNCTIONS

- Manages local/state/federal/grant programs
- Processes accounts payable and accounts receivable
- Submits/processes payroll records, taxes, benefits, insurance, retirement and accrued absences, reconciles and files related reports
- Compiles fiscal data for budget preparation and grant applications
- Creates/maintains accurate monthly, quarterly and annual reports for submission to state/federal agencies for audit purposes
- Maintains and tracks inventory in accordance with state and federal requirements
- Prepares annual audit report and submits documents to the WA State Auditor and is lead in 3 Year Audit process
- Administers the processing of grant contracts, computes charges against contracts and prepares invoices to recover FCEM costs. Interprets detailed agreements, contracts and rules, as they apply to specific transactions
- Completes a variety of finished documents, including confidential reports, annual budgets, revenue/expenditure reports, plans/procedures, meeting minutes, inventory reports etc.
- Maintain the volunteer/emergency worker registrations
- Supports the entire office in plan, procedure and policy reviews as needed
- Supports the office by providing general office support as needed

- Attends meetings, seminars and training related to emergency management/response, administrative and fiscal functions
- Participates in all agency exercises and will be designated to one of the response positions in the Emergency Coordination Center
- Assists in Website maintenance and updates <https://franklinem.org>

### **KNOWLEDGE, SKILL and ABILITIES**

- Ability to work independently, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to the Director and staff
- Expert time management and organization skills to fulfill a variety of tasks successfully.
- Expert knowledge, interpretation, and application of business and financial acumen, accounting policies and procedures, and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to areas of assignment.
- Expert knowledge of principles and practices of governmental fiscal management including budget preparation, expenditure control, and sound recordkeeping.
- Ability to interpret, apply and explain laws, codes, regulations, policies and procedures.
- Expert skills in data entry, typing, Microsoft Office Suite, and the ability to learn and develop expert skills in the Washington State budgeting, accounting, and reporting system (BARS)
- Ability to write and speak clearly, effectively and concisely to express ideas and recommendations on technical, grant, policies, requirements and procedures.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive or confidential information
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the public using courtesy, tact, and discretion

### **WORK ENVIRONMENT**

- Standard office environment with an office staff of 3 – 4 full time employees.
- Interface/meet with numerous other agencies and volunteers.
- Light duty lifting at times, usually no more than 25 pounds.
- Fairly quiet to moderate noise levels.
- Shared facility space with City of Pasco Fire Training Center
- Designated/own office with door.
- Mainly computer/desk work, data entry and reading.

### **QUALIFICATIONS**

#### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in accounting, finance, business, public administration, or related field
- Prefer five years of professional level accounting experience
- Two or more years of progressively responsible accounting/administrative experience, preferably in a governmental office setting

- Proficiency in Word, Excel, Outlook and the use of personal computers is required
- OR
- Any combination of education, certifications and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

#### LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County Emergency Management is contingent upon the results of a background check and eligibility for coverage by the agency's liability insurance carrier. Background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid Washington State driver's license. Use of the agency's vehicles is necessary for conducting agency business.
- Carry and maintain an agency issued cell phone
- In Emergency/disaster situations, this position is subject to call-out 24 hrs. a day, 7 days a week
- At times, you may be required to work evenings and weekends (not often) to attend exercises, training and public outreach events
- Training courses will be provided regularly, in addition to the training FCEM provided training/guidance sessions
- Must have residence within **45 minutes** normal driving time of the Emergency Operations Center to facilitate rapid response to emergencies
- Completion of the FEMA IS/ICS courses 100, 200, 700 and 800 within the 1-year probationary period
- Completion of the FEMA Professional Development Series curriculum

#### OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County Emergency Management reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.