

## WASHINGTON COUNTIES RISK POOL JOB DESCRIPTION

<b><u>Position:</u></b>	<b>ADMINISTRATIVE &amp; ACCOUNTING SPECIALIST</b>
<b><u>Reports to:</u></b>	Executive Director
<b><u>FLSA Status:</u></b>	Non-Exempt
<b><u>Experience Level:</u></b>	<b>Entry-Intermediate</b>
<b><u>Annual Salary:</u></b>	\$41,892 or higher depending on qualifications and experience

**Nature of Work:** Primary staff support for the Board of Directors and Executive Director. Schedules meetings; prepares and distributes agendas, supporting materials, minutes and other informational reports. Provides office/staff support with oversight. Assists in analyzing complex office problems and develops and implements solutions; may be assigned responsibility for specific programs or services. Responsible for general office supplies, inventory tracking, ordering, and monitoring. Responsible for coordination of WCRP building and vehicle maintenance efforts. Serves as the WCRP contact for certain vendors, including supply chain vendors, IT vendors, and building and vehicle maintenance and repair vendors.

### **Duties and Responsibilities:**

1. Provides specific administrative and technical support to Pool board and staff.
2. Acts as the front office in-person, telephonic, and electronic contact for vendors, visitors and informational inquiries.
3. Coordinates projects between staff; provides project follow up with staff on behalf of the executive director.
4. Assists as requested with meeting registrations, training and event preparation, catering arrangements and other similar duties.
5. Assists finance department with various finance, accounting, and recordkeeping processes, including payroll, payables, receivables, ledger maintenance, budget preparation, financial trending analysis, and completing reports for presentation and disbursement.
6. Performs other related duties as assigned.

### **Knowledge, Skills, and Abilities:**

1. Excellent writing skills with the ability to effectively communicate.
2. Proficient with Microsoft Office Suite and general knowledge of accounting software, graphic design and web-master software.
3. Excellent organizational skills.
4. Ability to operate various office equipment and machines, e.g. personal computers, calculators, fax machines, printers, photocopiers, and multi-line telephone systems.
5. Ability to establish and maintain cooperative and effective working relationships.
6. Ability to maintain confidentiality with sensitive and privileged information.

### **Working Conditions and Physical Effort:**

1. Work is generally performed in an interior (office) environment.
2. Lifting and carrying of records or equipment or other materials weighing up to 30 lbs. may be required on an occasional basis.
3. May requires some travel inclusive of vehicle and air-flight, occasionally overnight, to member counties, conferences, and meeting/training locations.

**Minimum Qualifications:**

1. Bachelor's degree, or related coursework in finance/accounting, plus two to three (2-3) years progressively responsible work experience. Experience in local government and/or self-insured risk management or governmental accounting preferred.
2. Demonstrated education, experience and/or training which provides the required knowledge, skills and abilities to meet or exceed the duties and responsibilities of the position and with at least two years in a senior level office support position which includes experience independently coordinating projects and creating complex documents and reports.
3. Valid unrestricted (except vision) Washington driver's license and a driving record meeting WCRP standards.