



Yakima Health District

Seeks

Accounting Technician

Salary: Salary Range: **\$18.52 - \$24.16 per hour + Benefits (10 Step Salary Range)**

The Yakima Health District offers a comprehensive benefits package that includes medical, vision, dental, and life insurance (Public Employee Benefits Board); participation in Washington State retirement system (DRS); and a generous annual, holiday, and sick leave program. This is a non-exempt position that is a member of the AFSCME union. The employee starts at Step One of the salary range, progresses to Step Two at the completion of the six (6) probation period, and progresses to the next step thereafter through Step 10. Salary increases outside the 10 step salary range are based on the employee's participation in a pay-for-performance program.

Purpose of the Position:

This employee serves as the primary contact for accounts payable. This accounting position works under general supervision and reports to the Senior Finance Manager. The accounting technician must be proficient and able to perform a variety of financial duties to include manage accounts receivable and payable.

Essential Job Functions:

This professional is responsible for performing the tasks as follows:

- Balances and reconciles accounts, including cash and checking accounts, accounts payable, accounts receivable, and utility and patients billing.
- Assist employees in navigating the accounting software system, Workday.
- Assist the Payroll/HR Specialist and Accountant in processing payroll liabilities payments, including but not limited to, FICA, FUTA, DRS, HCA, etc.
- Support Payroll/HR Specialist in a back-up role to report payroll/benefit information for the Districts 30+ employees.
- Adhere to the strictest of confidentiality practices specific to payroll and human resources activities to ensure employees have confidence in personal information remaining confidential;
- Creates and maintains data, including tracking purchase orders
- Assist finance division staff in managing accounts payable and other accounting functions;

- Represent the Yakima Health District when interacting with benefits partners, governmental partners, or other professional entities;
- Respond to a variety of inquires via email, phone, and in-person contacts; research the appropriate response, identify internal and external resources and contact information, and work to deliver exceptional customer service to those that interact with the Health District;
- Perform related duties of a comparable level and type as assigned.

The itemized list of job tasks and essential functions as identified above is not all inclusive.

Knowledge and Abilities

- An Associate's degree in accounting, business management, or secretarial services;
- Two (2) years of progressively responsible experience specific to accounting;
- Experience may substitute for education on a one (1) year experience for one (1) year of education;
- Ability to work with a wide range of public and confidential documents while adhering to the regulations of the Public Records Act, HIPPA, and other applicable laws and regulations;
- Must be proficient in the use of Microsoft Suites software including Outlook, Excel, Word, and PowerPoint (or Adobe), ability to work with Cayenta or other similar payroll software is necessary;
- Must be able to work with complex and sometimes medical related information and documents, make decisions in a timely manner, and work with limited supervision;
- Establish and maintain effective, courteous and respectful interpersonal relationships with internal and external colleagues, partners, clients, and the general public, and effectively manage the occasional difficult or disruptive individual;
- Ability to communicate effectively with a very diverse workforce and community as a whole; and
- Ability to speak, read, write English is required – ability to speak Spanish is **HIGHLY DESIRED.**

Working Conditions/Physical Conditions:

- Work in an office setting, sit at a desk for extended periods of time, and work with detailed information as viewed on a computer screen;
- Must be able to obtain a valid Washington State driver's license within 30 days of employment and possess auto insurance, or to be able to demonstrate the ability to travel to county offices and on occasion to regional meetings or training;
- The successful candidate will be required to complete a thorough background investigation including a review of the individual's criminal history and a credit check;

- Must prove or be able to obtain immunity to measles, mumps, rubella and varicella diseases within thirty (30) days of employment;
- Must be current with pertussis immunization within thirty (30) days of employment;
- Must provide documentation of the results of a tuberculosis test (i.e., tuberculin test or interferon gamma release assay) administered within the previous ninety (90) days.

The Yakima Health District is an Equal Employment Opportunity Employer that embraces diversity.

This is a drug and tobacco free workplace.