



# Accountant 2

1101 West College Avenue • Spokane, WA 99201-2095 (phone) 509.324.1506 • (fax) 509.324.3604 • (TTY) 509.324.1464

*\*Spokane Regional Health District is a "Tobacco Free" Workplace*

*An Equal Opportunity, ADA Compliant Employer  
Veterans and persons of disability encouraged to apply*

**EMPLOYMENT BULLETIN:** JOB #17-16

**OPENS:** March 10, 2017

**CLOSES:** Friday, March 31, 2017, or until sufficient applications are received

**PROGRAM:** Finance Program

**DIVISION:** Administration

**SCHEDULE:** Full-time (40 hr./wk.) regular.

This registry may also be used for any additional Accountant 2 positions with similar qualifications which may occur in the next 6 months

**SALARY RANGE:** \$3591.42 – 4583.70/month. The range quoted is the full salary range for this position (not including longevity pay). Starting salary will generally be \$3591.42 per month. Position includes a generous benefits package.

**REQUIRED APPLICATION DOCUMENTS (incomplete applications or those missing required documents may not be considered):**

- Fully Completed SRHD Application
- Background check form
- Cover Letter
- Resume

**POSITION DESCRIPTION:**

- Performs accounts payable work with responsibility for maintaining A/P accounting system, A/P vendors, petty cash, advance travel and the postage machine.

**MINIMUM QUALIFICATIONS:**

<b>Required Education/Experience:</b>
<ul style="list-style-type: none"> <li>• Bachelor’s Degree in Accounting.</li> <li>• At least three years of progressively responsible experience in a position with similar responsibilities.</li> </ul>
<b>Required Knowledge, Skills and Abilities:</b>
<ul style="list-style-type: none"> <li>• Knowledge of theory and practice of accounting</li> <li>• Ability to prepare accurate accounting entries and adjustments.</li> <li>• Ability to perform computations quickly and accurately.</li> <li>• Ability to prepare well-organized accounting work papers</li> <li>• Ability to read and interpret documents such as accounting, grant, and budgeting policies.</li> <li>• Must have strong attention to detail.</li> <li>• Ability to write and interpret routine reports and correspondence.</li> <li>• Ability to apply concepts such as percentages and ratios to practical situations.</li> <li>• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.</li> <li>• Good punctuation/grammar/spelling skills.</li> <li>• Strong written/verbal communication skills to interact effectively with people in person, via telephone and e-mail</li> <li>• Ability to interpret a variety of instructions furnished in written form.</li> <li>• Knowledge of Microsoft Products such as Word and Excel</li> <li>• Knowledgeable in modern office equipment.</li> <li>• Ability to learn the accounting system utilized at Spokane Regional Health District.</li> </ul>

For a detailed position description and application form, visit us at [www.srhd.org](http://www.srhd.org) or contact the office of Human Resource Services by mail or phone. Please see reverse side for additional application information.

This position is represented by Professional and Technical Employees union.

*\*Spokane Regional Health District is a "Tobacco Free" workplace and applicants who use tobacco will not be considered for employment. Further, as part of the application/employment process, you will be required to sign the "Agreement of Non-Tobacco Use for Employment" form.*



# Accountant 2

1101 West College Avenue • Spokane, WA 99201-2095 (phone) 509.324.1506 • (fax) 509.324.3604 • (TTY) 509.324.1464

*\*Spokane Regional Health District is a "Tobacco Free" Workplace*

*An Equal Opportunity, ADA Compliant Employer  
Veterans and persons of disability encouraged to apply*

## MAJOR RESPONSIBILITIES:

### Voucher/check processing

- Responsible for processing accounts payable vouchers. Generates vouchers, attaches documentation, and submits to comptroller for approval. Sends electronic file to county for check processing. Distributes checks to the vendors and internal staff.

### Accounts payable/audit & prep

- Coordinates accounts payable billing process, divisional approval, and distribution of expense for phones, copiers, etc. Verifies proper documentation, approval, account coding, use of purchase order and receiving reports. Sets-up and maintains excel spreadsheets for costing out various internal expenses across divisions.

- Enters a/p data into Dynamics GP and, when appropriate, applies to purchase order and/or applicable contract. Scans vouchers into Dynamics GP system after weekly batch is processed.

- Reconciles credit card and verifies the accountability of backup documentation and compliance with travel guidelines and policies.

- Audits and processes travel and mileage reimbursements for payment. Verifies travel approval, proper documentation of credit card charges, meal per diem, and out of pocket expenses

### System maintenance

- Maintains, sets-up, and trouble shoots Dynamics GP accounts payable system and year-end procedures. Assists accounting manager in management of accounting codes.
- Performs additional duties as assigned including programming postage machine account codes, and report maintenance.

### Reporting

- Submits monthly voucher reports to comptroller and the board for approval of all vouchers and monthly payroll.
- Prepares the department of revenue excise tax report.

### Custodian accounts

- Acts as custodian of the petty cash fund in finance.
- Maintains advanced travel fund, which includes issuance of advanced travel checks to employees, maintaining check register and replenishing the fund.

## ENVIRONMENTAL FACTORS:

- Indoors, sedentary with 8 hours/day sitting or standing
- 8 hours/day keyboarding or typing at a computer terminal
- Communication skills to interact effectively with people
- Comprehend and process verbal communication
- Ability to type, file, and complete forms with or without accommodation

*The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the*

*\*Spokane Regional Health District is a "Tobacco Free" workplace and applicants who use tobacco will not be considered for employment. Further, as part of the application/employment process, you will be required to sign the "Agreement of Non-Tobacco Use for Employment" form.*