



## King County

Invites Applications for the Position of:

### Fiscal Specialist II

Apply online at <http://www.kingcounty.gov/jobs>

*King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.*

**OPENING DATE/TIME:** 07/07/17 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 07/20/17 11:59 PM (GMT -8:00)

**SALARY:** \$22.40 - \$28.40 Hourly

**LOCATION:** Chinook Building - 401 5th Ave, Seattle

**JOB TYPE:** Career Service, Full Time, 40 hrs/week

**DIVISION:** Department of Community & Human Services

**JOB NUMBER:** 2017SC7107

**SUMMARY:**

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant and connected to community.

This position plays a key role in the fiscal unit within the Division of Developmental Disabilities and is responsible for processing billings, preparing AP payment vouchers for over 60 providers on a monthly basis, preparing the data reports for monthly invoices, assisting in contract related analysis and reconciliations, preparing and sending monthly billing packets to agencies and providing technical assistance to providers with regard to state and federal policies and regulations.

**Who May Apply:** This position is open to all qualified candidates that meet the minimum qualifications. The Department of Community and Human Services values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

**REQUIRED MATERIALS:** Candidates who wish to be considered for this position must submit an online King County application and respond to the supplemental questions.

**WORK SCHEDULE/CONDITIONS:** This position is eligible for overtime (nonexempt) with supervisory preapproval. The typical work week is normally Monday through Friday, 8:00 a.m. to 5:00 p.m.

**RECRUITER:** Susan Churchill: [susan.churchill@kingcounty.gov](mailto:susan.churchill@kingcounty.gov)

**JOB DUTIES:**

- Organize and maintain fiscal and client service record data.
- Ability to understand and comply with the Health Insurance Portability and Accountability Act (HIPAA) and internal procedures for protected health information.
- Process confidential client billing information using multiple systems.
- Process invoices for contract payment in accordance with contract compensation method and amount.
- Prepare monthly payment documents for contracted agencies.
- Reconcile billing data to provider's monthly payment summary and related reports.
- Prepare supporting documents for payments and reimbursements.
- Assist in contract related analysis and reconciliations.
- Assist in collecting data for preparing reports for Management and Program Managers.
- Assist with department-wide accounts payable as needed.
- Perform special projects as assigned.

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

1. Familiarity with generally accepted accounting principles.
2. Minimum of two years of experience in accounting.
3. Proven teamwork skills.
4. Self-motivating individual.
5. Proven experience in high volume financial transaction processing, working with multiple funding sources.
6. Hands-on experience with reconciling financial transactions, researching and resolving variances.
7. Strong problem solving skills.
8. Proficiency in the use of Microsoft Office (including Word, Excel, Outlook or other email tool).
9. **DESIRED QUALIFICATIONS:**
  1. AA degree in accounting or related fields and at least 2 years of accounting experience
  2. Combination of education and experience in Finance or other Business discipline
  3. Previous experience with client based data system.
  4. Experience working with Generally Accepted Accounting Principles (GAAP).
  5. Experience in governmental accounting