



King County

**Disability Services
Safety and Claims Management**
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
Seattle, WA 98108
(206) 205-8575
(206) 296-0514 FAX

JOB ANALYSIS

Job Title:	Fiscal Specialist II	DOT Title:	Fiscal Clerk
SVP:	6.0 < 7.0	DOT #:	216.382-022
Location of Analysis:	Department of Community and Human Services, Developmental Disabilities Division: 401 5 th Ave, Suite 520, Seattle, WA, 98104-1818	Name of Employee:	
Analyst:	Jeff Casem, CRC	JA Source:	
Presenting VRC:		Employer Contact:	Esther Wu, BFO IV
Date Analysis Completed:	1/17/14	Supervisor Contact Information	Phone: 206-263-9054 E-mail: esther.wu@kingcounty.gov

On-Site Interview Representative

Work Hours: 8:00 a.m.-5:00 p.m., Monday through Friday, 40 hours per week, with two fifteen minute breaks and a one-hour lunch.

Overtime: Optional on a rare occasion, may occur during the end of the financial year. Overtime requirements may change at the employer's discretion.

Essential Functions for All King County Job Classifications

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment
- Work independently or as part of a team and interact appropriately with others.

Job Description: Provides technical, financial, accounting and/or fiscal support services. Duties also include basic coding of financial, accounting and/or fiscal information, calculating accounts payable and accounts receivable and cashiering.

Job Specific Requirements: Two years previous experience in accounts payable and receivable; PC computer experience with Microsoft Windows and local area networks; intermediate-level proficiency in Microsoft Excel as a team member, set priorities and respond to a variety of work requests; past experience with governmental organizations is desirable.

Essential Job Functions:

1. Process invoices for payment in accordance with contract compensation method and amount, and prepares payment documents for approximately 55 contract agencies.
2. Process confidential client billing information from contract agencies into an Access data system. Some data requires manual entry, but the majority of data is received as Excel files and transferred