

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Assistant Accountant

JOB CLASSIFICATION Assistant Accountant

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 216.482-010

DOT TITLE Accounting Clerk

DEPARTMENT Natural Resources and Parks

DIVISION Solid Waste

OF POSITIONS IN THE DIVISION WITH THIS JOB TITLE 3

CONTACT'S NAME & TITLE Stephanie Mano, Accounting Supervisor

CONTACT'S PHONE 206-296-4449

ADDRESS OF WORKSITE

11645 228th Ave. SE
Maple Valley, WA 98038

VRC NAME Kyle Pletz

DATE COMPLETED 9/6/05

VRC NAMR Jeff Casem

DATE REVISED 6/23/09

WORK HOURS

Monday through Thursday 6:00am-3:15pm or Monday through Friday 7:00am-3:30pm.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Rare and optional. Most overtime happens at the end of the fiscal year.

JOB DESCRIPTION

Reviews, codes and obtains necessary approval for all Operations invoices applying county and division policies and procedures, knowledge of division budget and knowledge of materials/services purchased by the division. Reconciles vendor accounts and provides responses to A/P questions from vendors and division staff.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Must have knowledge of various accounting processes; purchasing procedures; and various automated financial management systems. Must possess skill in use of personal and mainframe computers; use of basic math and bookkeeping; use of double-entry accounting systems; oral and written communication; balancing bank accounts, effectively handling multiple tasks and priorities, utilizing computerized and manual accounting systems, organizing materials and present them in a clear, concise and logical manner; organization and time. Must have the ability to adjust to changing assignments and priorities.

ESSENTIAL FUNCTIONS

1. Performs general administrative functions such as scheduling work, attending meetings, etc.
2. Matches packing slips and invoices.
3. Reviews and codes invoices for payment.
4. Reconciles vendor statements.
5. Determines if procurement or payment policies and procedures have been met and payment is valid.
6. Obtains information from various databases.
7. Responds to payment and procedural questions from vendors and division staff.
8. Researches accounting problems/issues. Provides training to division staff when necessary.
9. Assists in the modification of accounting systems or procedures.
10. Prepares reports or carries out special projects when necessary.
11. Provides on the job training to extra help or co-workers as necessary.
12. Manages CH Accounts Payable files.

NON-ESSENTIAL FUNCTIONS

1. Driving to training courses and meetings at various other locations.
2. Verifying sales tax rates by vendor and their location.

OTHER TOOLS & EQUIPMENT USED

Computer, telephone, fax machine. personal computer, copy machine, 10 key, documents, files, stapler, date stamp, various rubber stamps, letter opener, spreadsheets, printer, various databases (Access, PFM, ARMS and other industry specific software), and Microsoft Office programs.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Standing

Health Care Provider initials if restricted _____

Occasionally on flat carpeted and cement surfaces for up to 15-20 minutes at a time for up to 1-1.5 hours total in a work shift. Most commonly occurs while performing filing duties, conversing with coworkers, and performing packing slip duties. The employee can alternate sitting and standing as needed via sit/stand work station.

Walking

Health Care Provider initials if restricted _____

Occasionally on flat cement and carpeted surfaces for distances of up to 100 yards for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while traversing between job trailers for meetings, going to/from stores and going to and from the shop for packing slips. The employee may also walk to the bathroom which is not in the same building.

Sitting

Health Care Provider initials if restricted _____

Continuously for up to 2.5 hours at a time for up to 8.5 hours total in a work shift. Most commonly occurs while filing in lower drawers, performing computer tasks, using the 10 key, performing paperwork and talking on the telephone. The employee can alternate between sitting and standing as needed via sit/stand work station.

Climbing stairs

Health Care Provider initials if restricted _____

Rarely for up to 1 minute at a time while climbing up to 24 steps for up to 2 minutes total in a work shift. Most commonly occurs while traversing to and from the upper parking lot.

Balancing

Health Care Provider initials if restricted _____

Rarely for up to 5 minutes at a time for up to 5-10 minutes total in a work shift. Most commonly occurs while traversing uneven ground such as gravel as well as traversing on snow and ice during the winter.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while utilizing mail boxes, talking to standing persons while seated and utilizing upper shelves.

Bending neck down

Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 5 minutes at a time for up to 8 hours total in a work shift. Most commonly occurs while reviewing documents, writing, filing and performing computer duties.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally to frequently & Highly Repetitive on flat carpeted surfaces for up to 10 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while filing and reaching for items on lower shelves and in lower drawers.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Rarely for up to 1 hour at a time for up to 2 hours total in a work shift while driving to various King County locations for meetings and trainings approximately once every six months.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rarely for up to 15 seconds at a time for up to 5 minutes total in a work shift while reaching for items on upper shelves and in upper bins as well as when reaching for documents on the fax machine.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 1 hour at a time for up to 8 hours total in a work shift while performing computer duties, writing, manipulating documents, filing and utilizing the 10 key. The employee was the ability to alternate duties to break up prolonged activities.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Frequently & Highly Repetitive for up to 10-15 minutes at a time for up to 4-5 hours total in a work shift while drop filing as well as when performing duties associated with packing slips.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally to frequently & Highly Repetitive on flat carpeted surfaces for up to 10 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while filing and reaching for items on lower shelves and in lower drawers.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 2-10 pounds while manipulating files (1-4 pounds), box of files (5-10 pounds), packing slips (5 pounds), binders/reference books (6 pounds), documents and catalogs. The amount of lifting may increase during the end of the fiscal year.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 200 feet for up to 2.5 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 2-10 pounds while transporting files within the office and packing slips from stores (5 pounds).

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 15 pounds while lifting 10-12 file boxes (15 pounds) for year end projects

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for seconds up to 2 minutes at a time with a force of 2-10 pounds for up to 20 minutes total in a work shift while opening and closing file drawers and doors as well as when manipulating a rolling drop file bin and a luggage cart.

Handling

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 30 minutes total in a work shift while manipulating files, stamps, telephone receiver, books, binders and reference materials.

Operating Controls with Hands

Health Care Provider initials if restricted_____

Continuously & Highly Repetitive for up to 15 minutes at a time for up to 8 hours total in a work shift while using the computer mouse during computer related tasks such as performing research via PFM software.

Fingering

Health Care Provider initials if restricted_____

Continuously & Highly Repetitive for up to 15 minutes at a time for up to 8 hours total in a work shift while performing computer related tasks, writing, manipulating documents and filing.

Feeling

Health Care Provider initials if restricted_____

Rarely for up to 5 seconds at a time for up to 1 minute total in a work shift while feeling for pages stuck together.

Talking

Health Care Provider initials if restricted_____

Occasionally to Frequently for up to 2 minutes at a time for up to 2-3 hours total in a work shift while conversing with supervisors, coworkers, stores workers and vendors as well as when participating in trainings and answering the telephone.

Hearing

Health Care Provider initials if restricted_____

Occasionally to Frequently for up to 2 minutes at a time for up to 2-3 hours total in a work shift while conversing with supervisors, coworkers, stores workers and vendors as well as when participating in trainings and answering the telephone.

Seeing

Health Care Provider initials if restricted_____

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while reviewing documents, utilizing accounting software, reviewing packing slips and performing filing duties.

ENVIRONMENTAL FACTORS

Work is performed in an office setting in close proximity to other workers and cubicles. The office is in a job trailer on a landfill where large trucks are constantly driving past. The employee is exposed to the odors associated with the landfill as well as the noise and vibration of passing trucks. Copy machine, passing trucks and telephone ringers are the loudest noises in the office.

The noise level is

Approximately 40-60 decibels. The noise is caused by general office sounds and passing trucks.

HCP Initials if Restricted

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Work environment may include the following exposure(s):

Outside weather: Occasionally
Fumes: Rarely
Odors: Continuously
Dusts: Occasionally
Mists: Rarely
Gases: Rarely

HCP Initials if Restricted

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Moving mechanical parts: Rare
Vibration: Rarely-Occasionally
Confined spaces

POTENTIAL MODIFICATIONS TO JOB

Sit/stand work station.
Electric stapler.
Luggage cart to reduce carrying.
Electric stamp to reduce handling.
Electric letter opener to reduce fingering.
Ergonomic workstation to promote proper posture.
Ergonomic keyboard to promote proper posture when typing.
Telecommute 3 times per month.
Ergonomic chair for increased comfort during extended durations of sitting.

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SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date