



JOB ANNOUNCEMENT

FINANCE COORDINATOR

OVERVIEW

SNOPAC Emergency Communications is a 9-1-1 police, fire and medical public safety communications center serving Snohomish County which processes emergency and non-emergency calls to 39 police and fire agencies. SNOPAC 911 is one of the busiest dispatch centers in Washington State.

We are seeking candidates to fill a full time Finance Coordinator position in our Everett, WA regional communications facility.

Qualified candidates will have demonstrated experience processing accounts payable, account receivable, and payroll. In addition, candidates must have knowledge of accounting techniques and payroll practices, excellent time management skills, be able to meet required deadlines, and a high level of proficiency. Candidates must be able to identify with SNOPAC's Core Values: *Integrity, Professionalism, Respect and Teamwork*. Working together as a team, you will achieve goals and meet deadlines while understanding that communication is critical.

KEY JOB RESPONSIBILITIES

- Process Accounts Payable including matching accounts vendor invoices with purchase orders & receiving documents, process check runs, assure expenditures are charged correctly to GL accounts, reconcile and post credit card and petty cash expenses, resolve discrepancies.
- Process Accounts Receivable including creating invoice and credit memos for user agency assessments, post and maintain daily cash receipts, transfer funds from fund accounts, correct errors and discrepancies, communicate with customers to insure timely payment terms are met.
- Process a semi-monthly payroll, including submitting ACH/direct deposit files, administer retirement and benefit disbursements; calculate and prepare general ledger entries; determine and correct out-of-balance conditions; reconcile payroll clearing and other accounts; prepare and remit taxes, calculate levies and garnishments; perform quarterly and year-end closings.
- Examine accounts and records to compute taxes according to prescribed rate, laws and regulations; ensure compliance with periodic tax payments, information reporting and other taxing authority requirements.
- Develop, maintain and update accurate manual and computerized recordkeeping systems. Provide documents and records and information according to state audit requirements. Prepare records and documents for filing, archiving and/or microfilming. Assist in preparing materials for internal and external audits.

QUALIFICATIONS

A combination of education and related experience sufficient to provide the requisite knowledge, skills and abilities.

- Associates Degree in Accounting or a directly related field and
- At least four years of general accounting experience, which included accounts payable, accounts receivable, and payroll.

The Ideal Candidate Must Have:

- Demonstrated ability to work around, and with, confidential information, and exercise proper discretion in its dissemination in accordance with SNOPAC policy, and with State and Federal law.
- Familiarity with Generally Accepted Accounting Principles (GAAP)
- Knowledge of Accounting techniques, accounting software and payroll practices
- Knowledge of state and federal laws and regulations regarding compensation and benefits.
- Superior customer service skills required including a positive customer service orientation, with both internal and external contacts.
- Strong documentation and writing skills.
- Ability to meet deadlines, work independently, and be detail-oriented.

*Our vision is a safe community for all.
Integrity ~ Professionalism ~ Respect ~ Teamwork*



- Excellent judgment in partnering with other staff and departments on related operational, technical, and personnel matters.
- Ability to identify with SNOPAC's core values, set a good example and be a role model for work and conduct expectations.

Due to the nature of this work, candidates are required to successfully pass a thorough, intense and strict pre-employment background investigation. Failure to disclose pertinent information or attempt to conceal requested information may be grounds for immediate disqualification. Recent drug use, criminal convictions, unprofessional/inappropriate workplace conduct and other factors may also be grounds for immediate disqualification.

PAY AND BENEFITS

SNOPAC 9-1-1 offers highly competitive compensation and benefits programs.

Starting salary \$48,753 - \$73,129

Medical, dental and vision benefits

Generous paid time off program

10 paid holidays

Public Employees Retirement System (PERS)

Deferred compensation match

TO APPLY

To apply for this position, please **e-mail** the application packet to hr@snopac911.us. The position will remain open until filled.

The application packet must include:

- 1) a letter of interest **describing how you meet the qualifications**
- 2) SNOPAC application
- 3) resume

SNOPAC will not accept incomplete application packets. Only applicants possessing the stated qualifications, education and experience will be considered for the position. More information and a full job description, including illustrative examples of work can be obtained from our website at www.snopac911.us.

SNOPAC is an Equal Opportunity Employer