

CITY OF TUKWILA

6200 Southcenter Boulevard, Tukwila, WA 98188
Telephone: (206) 433-1831 Job Line: (206) 433-1828

POSITION OPENING

POSITION	FISCAL COORDINATOR PAYROLL & ACCOUNTS PAYABLE DIVISION FINANCE DEPARTMENT	RE-POSTING
JOB NO.	09-24	
SALARY	\$5662 - \$6883 Per Month/DOQ Union membership required. Excellent benefits.	
OPENING DATE	Monday, December 28, 2009	
CLOSING DATE	An original City of Tukwila employment application, and supplemental skills sheet <u>must</u> be received in the Personnel Office no later than 5:00 p.m. Friday, January 8, 2010. Postmarked and faxed applications are <u>not</u> accepted.	
GENERAL PURPOSE	Performs professional level accounting activities involving research, evaluation and development of financial recommendations for City departments. Drafts systems and procedures for compiling, tracking and monitoring financial accounts. Prepares budgetary projections; provides financial assistance to fiscal support staff and will supervise support staff.	
MINIMUM QUALIFICATIONS	<p><u>Education and Experience:</u> Bachelor's Degree in Accounting, Finance or related field, <u>AND</u> Three years of related governmental accounting experience; <u>OR</u> An equivalent combination of education and experience which provides the knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job.</p> <p><u>Knowledge of:</u> (A) Accounting methods and principles in a municipal setting, to include Generally Accepted Accounting Principles (GAAP); (B) Financial theories and principles; (C) Laws and regulations governing area of assignment, to include Budgeting Accounting Reporting Systems (BARS) applications; and (D) Budgeting theories and principles (E) Specialized programs and applications to assigned functions; (F) Office practices and procedures, including financial data processing.</p> <p><u>Skills:</u> (A) Applying basic accounting procedures; (B) Interpreting and applying policies, procedures, laws and regulations; (C) Preparing financial reports, statements and budget documents; (D) Researching and analyzing financial data and formulating sound conclusions; (E) Problem solving; (F) Paying attention to detail and accuracy; (G) Giving presentations; (H) Organizing and prioritizing workload; (I) Using office equipment such as phones, copiers, typewriters, calculators, and fax machines; (J) Using computers and related software applications specific to assigned field; (K) Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public; (L) Communication both oral and written, sufficient to exchange or convey information and to give or receive work direction.</p>	
LICENSING REQUIREMENTS	Valid Washington State Driver's License; Must be bondable.	

**ESSENTIAL
FUNCTIONS**

Manages, tracks and maintains assigned accounts, funds, contracts and functions for assigned division, such as payroll and accounts payable; and perform related activities such as preparing general journal entries, reconciling accounts, reviewing contracts for compliance with terms and conditions or accounts for consistency with generally accepted accounting principles, and ensuring compliance with laws and regulations.

Responds to inquiries, audits, and surveys relating to assigned functions.

Prepares and maintains complex reports, statements, schedules, and documents for major financial projects such as year-end projections, special management financial review and audits, and for Federal and State agencies, Council, and departments; and assists in the preparation of the Comprehensive Annual Financial Report (CAFR).

Will provide direction, counseling, training, performance evaluation, and discipline to subordinate employees.

Develops internal controls and accounting policies and procedures that ensure governmental accounting and legal compliance and ensure compliance.

Researches files and account historical records; reviews and evaluates information obtained; and provides historical comparisons and financial forecasts for revenues and expenditures.

Checks accuracy of financial tracking systems by testing, maintaining, and evaluating financial information in the system.

Maintains reasonable, predictable, and regular attendance during the standard work week.

Prepares payroll related budget documents, budgetary projections, statistical analysis, and recommendations.

Audits, analyses and evaluates financial information such as, payroll and benefits; recommends appropriate action.

**PHYSICAL
REQUIREMENTS**

Positions in this class typically require: reaching, mobility, fingering, grasping, talking, hearing, seeing, and repetitive motions.

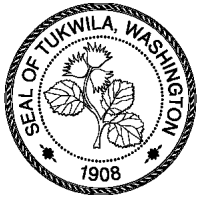
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SELECTION
GUIDELINES**

May include a formal application; review of training and experience; oral interview by a selection panel; testing; reference check; final selection.

The City of Tukwila is a smoke-free working environment.

The City of Tukwila is an Equal Opportunity Employer and assures equal employment regardless of race, creed, color, ethnicity, national origin, sex, sexual orientation, age, marital status or presence of any sensory, mental or physical disability. The City encourages applicants with a disability to voluntarily provide information regarding its presence and appropriate accommodation to be accomplished.



City of Tukwila

Personnel Division, Department of Administrative Services

GENERAL INFORMATION FOR APPLICANTS

Applications are distributed and received only when an opening exists and only for the time specified in our advertisement.

APPLICATION INFORMATION

Filing of Application

A formal application must be submitted to be considered for the position for which you apply. Resumes alone are not sufficient for consideration, but may be attached to the application.

Closing Date

Applications may be filed in person or by mail. All applications must be **RECEIVED** by 5:00PM on the closing date unless otherwise indicated. Postage dates are not acceptable.

Screening

A review of each candidate's education and experience will be performed. An oral interview of top candidates will be conducted by a selection panel and appropriate testing conducted. Final selection will be based on the overall results and approval by the Mayor's office.

Notification

All applicants who are interviewed will be notified of the results of the process by letter.

Employment

In compliance with the Immigration Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Such proof must be presented prior to starting employment.

Hours of Work

The normal work week is forty hours, Monday through Friday. However, some positions require weekend, shift, holiday or overtime work.

Compensation

The City's policy is to establish and maintain a salary system that is internally fair, competitive and comparable.

Union Affiliation

Some City positions require union membership.

Probation

Regular status is subject to successful completion of a probationary period, except for "at will" employees.

Career Opportunities

The City encourages career development for its employees and, when possible, seeks to promote qualified employees from within the City.

EMPLOYMENT BENEFITS

Paid Leave

Sick leave, holidays and vacation provisions are determined through union contract or Council policy. Currently for regular employees, sick leave is accrued at one day for each completed calendar month of service.

Retirement

All City of Tukwila employees must belong to the Washington State Public Employees Retirement System (PERS), except Police and Fire employees who are members of the Law Enforcement Officers and Firefighters Retirement System (LEOFF). Employees and City contribute to the plans. Employee groups, except uniformed fire service employees, participate in the Social Security system.

Group Insurance

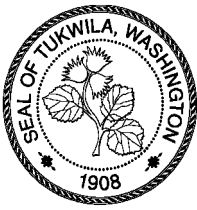
Employees and their eligible dependents are covered by medical, dental, vision, prescription and life insurance. Employees may be required to pay part of the premiums.

Employee Assistance Program

The City contracts with an outside agency to provide assistance to employees and/or their eligible dependents who may need personal or job-related counseling.

Credit Union

All employees of the City and their family members are eligible to participate in the City's designated credit unions.



City of Tukwila

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Tukwila, WA 98188
Phone: (206) 433-1831
Job Line: (206) 433-1828

EMPLOYMENT APPLICATION



The City of Tukwila is an Equal Opportunity Employer

Position
applied for: _____

Thank you for your interest in the City of Tukwila as an employer. Only final candidates for posted openings will be contacted personally by the City. All other applications will remain on file for six months for future consideration. The applicant is responsible for maintaining a current address where he/she can be immediately contacted.

General Information

(Please type or print)

Name (last, first, middle):	
Street Address:	
City/State/Zip:	Social Security No.:

Telephone Number:	Message Phone Number:	Work Phone Number:	May we contact you there? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a current or former City of Tukwila employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position/Department:	Dates: From _____ To _____	
Name(s) of relatives employed by the City:	Department:	Relationship:	
Type of work desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer <input type="checkbox"/> Other (specify):	Date available to start work, if hired:	Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide information where appropriate :		
	Washington State I.D.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Lic. No.: _____ Exp. date: _____
	Valid WA State Driver's License?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Lic. No.: _____ Exp. date: _____
	Valid Commercial Driver's License?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Lic. No.: _____ Exp. date: _____
	Other (describe type):	Lic. No.: _____	Exp. date: _____

Education/ Training

Name/address of high school attended:	Dates of Enrollment:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, do you have a GED certification equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No
	From: _____	
	To: _____	

College or University	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

List any vocational, on-the-job, military training, etc., which would be useful in the position for which you are applying	Dates Attended		Hrs/Credits completed
	From	To	

Special abilities	Type of Experience	Amount/level of expertise
Heavy equipment/machinery:		
Office equipment/computers, software:		
Technical skills/professional licenses:		

Professional References (exclude immediate supervisors)	Place of Employment/Title	Phone
Name: _____		
Name: _____		
Name: _____		

Employment History

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. **The following sections MUST be completed even if a resumé is submitted.**



Employer's name:		From:	To:
Address:		Supervisor:	
Phone:	Hours worked per week:	Starting salary:	
Position:		Last salary:	
Primary duties:			
Number of employees supervised by you:		May we contact this employer?	
Reason for leaving:			

Employer's name:		From:	To:
Address:		Supervisor:	
Phone:	Hours worked per week:	Starting salary:	
Position:		Last salary:	
Primary duties:			
Number of employees supervised by you:		May we contact this employer?	
Reason for leaving:			

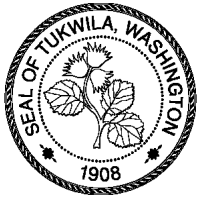
Employer's name:		From:	To:
Address:		Supervisor:	
Phone:	Hours worked per week:	Starting salary:	
Position:		Last salary:	
Primary duties:			
Number of employees supervised by you:		May we contact this employer?	
Reason for leaving:			

Employer's name:		From:	To:
Address:		Supervisor:	
Phone:	Hours worked per week:	Starting salary:	
Position:		Last salary:	
Primary duties:			
Number of employees supervised by you:		May we contact this employer?	
Reason for leaving:			

It is understood and agreed that the foregoing is true to the best of my knowledge, and that any falsification of this application will be grounds for elimination from further consideration or, if employed by the City of Tukwila, for dismissal. I hereby authorize the City or an independent investigating agency to conduct a thorough investigation of my personal and professional background, including credit, criminal and driving records.

Applicant's signature

Today's date



City of Tukwila

Personnel Division, Department of Administrative Services



ADDITIONAL INFORMATION

To be submitted with application

The Washington State Human Rights Commission requests that we compile statistics on our applications. We would appreciate your help in completing the following statistical information. It is completely voluntary and will not be used in a discriminatory manner.

Please check the groups with which you identify:

- Male
- Female
- Asian or Pacific islander
- Native American/Alaskan native
- Other (please specify): _____
- White
- Black
- Hispanic

How did you learn of the position for which you are applying?

- Newspaper ad
Paper: _____
- Job announcement
Where seen: _____
- Tukwila Job Line
- Walk in
- Other: _____

Social Security Number _____ Date: _____

Position: _____

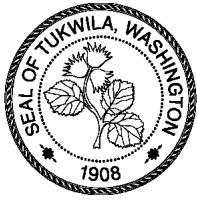
The City of Tukwila is mindful of its obligation to employ qualified persons, and of its entitlement under law to consider an applicant's conviction record as it relates to job performance. **A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.** The City will perform background checks with the Washington State Patrol on all applicants for positions in which the incumbent would be working with minors or at-risk adults.

The following question **MUST** be answered by all applicants in order for this application to be considered complete.

Have you been convicted of a felony or released from prison within the last seven (7) years, or been convicted of a misdemeanor within the past three (3) years?

- Yes No

If "Yes, please explain: _____



City of Tukwila

Personnel Division, Department of Administrative Services

WAIVER AND RELEASE OF DRIVING RECORD

To be submitted with application

I, the undersigned applicant for employment with the City of Tukwila, Washington, hereby authorize the release of both my individual and my employee driving record, as defined by RCW 46.52.120 and 46.52.130 by the Department of Licensing, to the City of Tukwila, Washington. I have been informed that portions of this record are my confidential property and may not be obtained without my express consent and request. If I am hired by the City this release shall continue to be valid throughout the tenure of my employment with the City. A photocopy may be accepted in lieu of the original.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

REFERENCE CHECK PERMISSION / AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

To be submitted with application

I, the undersigned applicant for employment with the City of Tukwila, Washington, in consideration of the review of my employment application, do hereby give permission for an authorized representative of the City of Tukwila to inquire of former employers and other individuals about my ability to perform all aspects of the position for which I am being considered. Those individuals who supply references may respond freely to all questions concerning my job-related knowledge, skills, abilities, education and experience, and any other matters which may be relevant to my performance in the position I am seeking. I further release and authorize any prior employer of mine to release to the City of Tukwila, Washington, any and all records of my prior employment retained by my former employers.

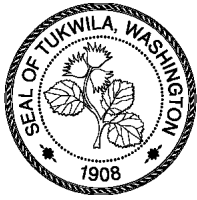
I understand and agree to waive any claim or cause of action relating to use of any and all information gained through these inquiries or release of prior employment records, and promise to defend and hold harmless the City of Tukwila, Washington, its officers and employees from any claim or loss arising from such release.

It is my intention that any copy of this authorization be as effective as the original.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____



City of Tukwila

Personnel Division, Department of Administrative Services

DRIVING RECORD

To be submitted with application

Name: <i>Please print</i>	Last	First	Middle Init.
Position Applying For:			
For which department?		Social Security No.:	
Driver's License Number:		State of issue:	
Current Class A Commercial Drivers License?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
		State of issue:	

DRIVER'S LICENSE REQUIREMENTS

Applicants for positions in which the incumbent is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants may be disqualified under the following circumstances:

Violations: More than two moving violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.

Accidents: More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

LIST any notices of infraction or traffic citations which you have received in the past five years.

If more space is needed, please attach additional sheets of paper. *Infractions or citations will not necessarily remove you from consideration, but the City will consider your driving record and insurability when making employment decisions.*

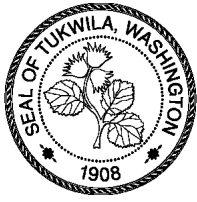
STATE	MONTH/YEAR	TYPE OF INFRACTION

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

Signed: _____

Date: _____

IF SELECTED FOR AN INTERVIEW, applicants will be **required** to submit a copy of their official driving abstract. Driving abstracts may be obtained at any Washington State Department of Licensing branch office for a fee of \$10.00. This fee is at the applicant's own expense.



City of Tukwila

Personnel Division, Department of Administrative Services



INTEREST INVENTORY (OFFICE)

To be submitted with application

An important element of filling positions is determining what the *employee* is happiest doing. While there are seldom perfect matches between job tasks, working conditions and the employee's preferences, it's important to find as close a match as possible if the employee is to perform well. Please help us identify your specific job interests by checking your interest level for each of the tasks or working conditions listed.

This inventory is designed to find out what kinds of tasks and work situations you find most interesting and prefer; it is not a map of your previous experiences and skills. In reviewing your total application for this particular position, interests, experience and performance are all taken into consideration.

NAME: _____

TASK OR WORK SITUATION	✓ LEVEL OF INTEREST		
	Less Interested	Interested	Especially Interested
Structured work setting with specific times for breaks and lunch, etc.			
Working in a noisy environment with numerous distractions			
Working in a well-defined personal area			
Working under pressure with frequent interruptions			
Occasional interruptions to a routine work day			
Working at a private desk with quiet surroundings			
Sharing a workspace with others			
Getting dirty on the job			
Working in an office environment			
Being able to think through tasks before starting them			
Working in an open work site			
Working by self with little contact with the public or other staff			
Working in close quarters with others			
Frequent contacts with other staff members			
Sitting for extended periods of time			
Work that is repetitious			
Physically demanding work, incl. lifting, sorting and moving heavy boxes			
Working on a personal computer/video display terminal			
Working with details versus generalities			
Driving a vehicle to make deliveries			
Making minor mechanical repairs			
Record keeping			
Preparing labels			
Records storage and retrieval			
Computations (addition, subtraction, fractions, percents)			
Filing			
Working with highly sensitive or confidential information			
Considerable walking and/or moving around the worksite			
Changes in workload and level of work activity			
Light physical office work including typing and filing			
Production typing or word processing			

**FISCAL COORDINATOR
SUPPLEMENTAL QUESTIONNAIRE**

Elements	Experience Y/N	# Years of Experience	Level of Experience 0-None 1-Familiar 2-Proficient	Comments
Payroll Processing				
Accounts Payable Processing				
Employee Benefits Coordination				
Forecasting Payroll				
Preparation of audit schedules for annual external audit				
Employee Supervision				
Knowledge of BARS				
Law Enforcement Officers & Fire Fighters (LEOFF) I payroll processes				
Computer Applications Used:	Basic	Advanced	Number of Years	