

**TITLE:** CLIENT FINANCIAL SPECIALIST  
**SUPERVISOR:** Regional Director  
**PROGRAM:** Disability Services – North King County  
**STATUS:** Part-Time/Non-Exempt (24 hours/week)  
**DATE:** April 2018

**GENERAL FUNCTION:**

The Client Financial Specialist maintains client financial records and accounts in accordance with the Client Financial Plan, DS Financial policy, Washington Administrative Codes, and the written procedures of the DS office. This position works closely and cooperatively with the Program Managers and the Regional Director to ensure smooth operation of the accounts and fulfillment of the client's financial needs per the financial plan.

**PRINCIPAL ACTIVITIES:**

- Work with individuals, families, and guardians to assist in the management of their finances under the direction of the Regional Director
- Maintain current up to date account records with current running balances, which are accessible to anyone in the management team and by request of the client and /or legal representative
- Process and maintain checks daily
- Reconcile and maintain bank accounts monthly
- Prepare receipts and manage bank deposits
- Other duties as assigned and as directed.

**QUALIFICATIONS:**

- AA in Accounting or related field with at least one year of financial experience; or equivalent
- High level of fiscal responsibility
- Knowledge of Quicken, MS Office including Excel, and standard accounting procedures and documentation are required
- Maintain effective organizational and interpersonal skills including written and verbal communication skills
- Ability to operate a 10-key calculator
- Ability to meet deadlines while managing multiple projects
- Be able to identify and resolve problems in a timely manner; gather and analyze information skillfully
- Demonstrate a focus on quality by being accurate and thorough; look for ways to improve processes and deliverables
- Accept responsibility for one's own actions and follow through on commitments
- Able to pass background check per WA State requirements
- Ability to be flexible and adaptable to a changing environment and working with a diverse population
- Be committed to the agency's mission and objectives

If you wish to apply for this position, please email your cover letter and resume to:  
[recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*