

POSITION: CLIENT FINANCIAL SPECIALIST

IMMEDIATE SUPERVISOR: Regional Director
PROGRAM: Disability Services – Snohomish County
HOURS & SALARY: Full Time/\$17-\$18 per hour
DATE: June 2019

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 department. This position works closely and cooperatively with the Program Managers, Case Manager and Regional Director to ensure smooth operation of the accounts and fulfillment of the client's financial needs per the financial plan.

QUALIFICATIONS:

- AA in Accounting or related field with at least one year of financial experience; Related experience can be substituted for educational requirements.
- 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
- 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 and maintain background check record 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

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
- Prepare Quarterly Bank statements for guardians/family members



DISABILITY SERVICES
EMPLOYMENT OPPORTUNITY

- Other duties as assigned and as directed.

If you wish to apply for this position, please email your cover letter and resume to:

recruiter@voaww.org

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