



Job Description

Position: Staff Accountant
Type: Hourly, Full-time, Permanent, Onsite
Hours: 8am to 5pm Monday through Friday (typical); other hours (occasional)
Environment: Shared office space with periodic interruptions
Activity: Sitting and standing (typical); stooping and lifting up to 10 pounds (occasional)
Location: Yakima, Washington
Wage Range: \$21.13 to \$28.18 per hour (based on qualifications possessed)
Annual position increases at agency board discretion (CPI-based COLA typical)
Benefits: (see separate employee benefits document)
Reports To: Executive Director
Direct Reports: None
Advancement: Limited (due to agency size)

Summary

Performs all accounting functions (e.g. A/R, A/P, P/R), manages federal and state grant filing and payments, serves as the principal contact for financial matters, and is a key position supporting the mission of the agency. Regularly interacts with compliance, engineering, and other staff.

Qualifications—Required

Applicants are required to have, and be able to demonstrate, the following:

- Associate degree in accounting, bookkeeping, or finance or two or more years of experience performing accounting and/or bookkeeping duties.
- Understanding of, and proficiency in, spreadsheet and word processing software.
- Strong mathematical and analytic skills.
- Ability to work independently with minimal supervision/direction.
- Thoroughness, attention to detail, and accuracy.
- Understanding of general financial terms and concepts.
- Ability to function in a solo position with no other accounting staff.
- Professional appearance and demeanor.

Qualifications—Desired

Applicants should describe if they have, and can demonstrate, any of the following:

- Experience in government or other public sector work.
- Bachelor degree in accounting, bookkeeping, or finance.
- One or more years of experience using Springbrook Express, Intuit Quickbooks, Sage 50, Cougar Mountain Denali, or Priority AccountEdge.
- Experience processing accounts payable, accounts receivable, and payroll.
- Understanding of accrual accounting and GAAP/GASB.
- Familiarity with applying and/or reporting for one or more state or federal grant programs.
- Experience with Microsoft Excel/Word and/or LibreOffice Calc/Writer.
- Bilingual (English / Spanish).

Duties and Responsibilities

- Reconcile payments, perform bank deposits, and submit details to the County Treasurer.
- Manage cash investments including transfers as needed.

- Review accounts receivable aging and manage delinquent accounts.
- Transfer uncollectible account information to contract collection agency.
- Make accounts payable entries, reconcile bills against documentation, process as scheduled, issue checks, and submit detail to the County Treasurer.
- Enter and maintain fiscal information for grant-funded program operations.
- Reconcile Electronic Funds Transfer and online credit card payments.
- Make accounts receivable entries and process invoices and payments for registrations, permit reviews, penalties, and other charges.
- Provide supplemental front desk coverage as needed (phones, payments, receipting).
- Maintain equipment inventory and manage asset tagging and recordkeeping.
- Reconcile accounts to monthly external statements and reports.
- Prepare monthly board financial status reports (including budget variance analysis).
- Reconcile transactions with credit card statements and ensure proper documentation.
- Maintain financial records, documents, and files in an orderly manner.
- Submit quarterly grant reimbursement requests to appropriate agencies.
- Monitor agency financial health and ensure proper processes to avoid fraud or abuse.
- Review timesheet data, process monthly payroll, transfer funds, and manage direct deposits.
- File and pay quarterly employer taxes (withholding, Medicare, L&I, unemployment).
- Process payroll deductions, garnishments, and other special liabilities.
- Reconcile and pay monthly health insurance premiums.
- File reports and make payments for retirement and deferred compensation.
- Recommend methods to reduce costs and prevent waste.
- Calculate billing rates based on wage/salary, benefit, and other employee-related costs.
- File grant reimbursement requests with appropriate agency.
- Process semi-annual invoices and payments for opacity training program.
- Calculate annual Supplemental Income assessments and issue invoices/letters.
- Produce and send annual IRS 1099 forms and W-2 statements.
- Report annual financial information to the State Auditor's Office.
- Assist in developing annual budget and related reports, worksheets, and analyses.
- Prepare and produce annual financial statement.
- Review and submit biennial grant applications.
- Conduct periodic internal audits to ensure accuracy and completeness.
- Manage and maintain general ledger and chart of accounts.
- Support biennial financial, accountability, and other state-mandated audits.
- Complete other tasks and projects as may be assigned by the director.

About the YRCAA

The Yakima Regional Clean Air Agency is a small public agency serving Yakima County (excluding the Yakama Nation reservation) and one of seven air pollution control authorities in the state. It is governed by a five-member board, managed by a board-appointed Executive Director, and is responsible for assisting businesses and residents in meeting the requirements of federal and state air pollution control laws and enforcing compliance with them, issuing permits, monitoring air quality, responding to complaints, administering various programs, and educating the public regarding air quality. Additional information is available on the agency web site at www.yakimacleanair.org.

The Yakima Regional Clean Air Agency is an equal opportunity employer. We embrace diversity, are committed to creating an inclusive environment for all employees, and make employment decisions based on qualifications, merit, and business need.