

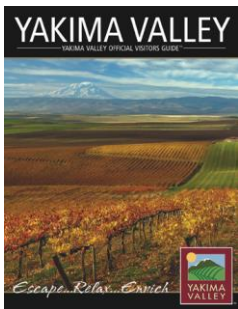


## **ABOUT THE YAKIMA VALLEY COUNCIL OF GOVERNMENTS ...**

Established 50 years ago, the Yakima Valley Conference of Governments (“YVCOG”) was then and is today, a group of community members who are committed to working on homelessness, land use, transportation, environment and human services’ issues that impact the quality of life for the communities of the Yakima region. Yakima Valley COG serves as an intermediary between the communities it represents and the state and federal government entities that are responsible for ensuring the decisions made at the local level are aligned with state and federal laws, and that government resources are managed.

The overall mission of Yakima Valley Conference of Government membership is to improve the valleys’ livability and secure its future.

Located in the center of the state, Yakima County is the second largest county in Washington. The region is a rich and productive agricultural valley which is surrounded by lush rivers and mountain ranges. Well known for its apples and its production of fruit and vegetables, in recent years it has received national recognition for its many vineyards. Home to approximately 247, 200 people, 41%



of whom are Hispanic and Latino, the region is culturally rich and diverse.

Applicants will find a family friendly environment that offers affordable housing with a median cost of housing in the mid-\$150, 000. Small town living galore, the region offers urban living in the City of Yakima which is the largest city in the county, while small farms and more rural living is of abundance in the surrounding cities. The Yakima Indian Reservation, which is home to 30% of the region’s population, is the 15<sup>th</sup> largest Native American tribe in the nation.

Outdoor sports are abundant year around and include fishing, camping, hiking, water sports and snow skiing.

## **ABOUT THE FINANCIAL COORDINATOR POSITION...**

This position is a new position. The Yakima Valley COG is a small group of highly professional and dedicated staff committed to making a difference in the Yakima Valley. Although the primary focus of the current position will be financial coordination specific to homelessness, there is an opportunity for this individual to work with colleagues assigned to transportation, land use and human services as needed.

## **PRIMARY RESPONSIBILITIES:**

The Financial Coordinator will report to the Homeless Program Manager and performs the assigned job duties under general supervision as follows:

- Interprets federal, state, local and internal regulations and policies
- Develops and monitors fiscal billing system to ensure compliance with legal and contractual provisions.
- Coordinates and evaluates fiscal monitoring of billings.
- Reviews actual expenditures compared to budgets for programs to ensure no over-runs and that unallowable costs are not incurred.
- Reconciles monthly sub recipient invoices and prepares A-19 invoices for Department of Commerce.
- Reconciles and certifies contract and grant close out.
- Advises management on the need for budget modifications, changes in regulatory requirements and the adjustments that are required in allocating between grants or contractual modifications to vendors and sub recipients.
- Verifies allow-ability of costs and performs analysis of disbursements to regulate cash for multiple tiered grant spending sources
- Oversees and monitors the required documentation for sub recipient contacts,
- Serves as YVCOG's liaison to funding agencies and other municipalities by maintaining files for grants, reports, and contracts, reimbursement requests as required.
- Provides technical assistance to staff, program manager, and sub recipient staff regarding federal and state regulations, eligibility requirements, and contractual obligations for new grants.
- Properly track and monitor program costs and time periods of obligated funds.
- Assists with on-site fiscal audits of sub recipient agencies to ensure adequate support documentation exists for expenditures. Prepares reports on audit results and participates with management to develop recommendations and corrective action plans.
- Attends training regarding federal and state compliance requirements, grant specific training related to budgets and allow-ability of costs and other applicable financial accounting updates.
- This list of job responsibilities is not all inclusive.

## **EDUCATION AND EXPERIENCE:**

- A bachelor degree in Accounting or Office Administration; (equivalent experience may substitute for education on a one-one basis)
- 2 years of experience in bookkeeping or accounting

- Must be able to obtain a valid Washington State driver's license within 30 days of employment and possess valid auto insurance, or to demonstrate the ability to travel throughout the Yakima region and state on a regular basis, at times during incumbent weather conditions;
- Must be proficient in Excel

### **SALARY & BENEFITS:**

- Salary range for this position is **\$4,466 – 5,990/monthly**
- Eligible for 15 days of Personal Leave Time (PTO) leave for year one and two of employment; increases to 18 days at the beginning of the third year of employment followed with increases at five year increments (5-20)
- Ten (10) paid holidays
- Health benefits include medical, dental and vision for the employee and dependents as established by the Executive Director and Board on an annual basis
- Additional benefits include: long-term disability and life insurance
- Eligible to participate in Deferred Comp and in a Health Saving Account
- Participation in Washington State Department of Retirement Systems PERS is required

### **HOW TO APPLY: Position Closes June 14, 2017 at 5:00 p.m.**

To apply for this opportunity, email your resume and cover letter to  
[yvcog.hr@yvcog.org](mailto:yvcog.hr@yvcog.org)

**Qualified Applicants will be contacted to come in for an Excel Proficiency Test**

*YVCOG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see <http://www.yvcog.org/title6.pdf> or call (509) 574-1550.*

**The Yakima Valley Conference of Governments is an Equal Opportunity Employer.  
 This is a drug and tobacco free workplace.**