

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTANT, GRANT

Spec No. 2004

BASIC FUNCTION

To provide budgetary and financial support services for the Human Services Department, Superior Court or Grants Administration.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintains departmental administrative and program ledgers; monitors and verifies the preparation and classification of accounting entries such as journal vouchers and accounts receivable billings; reconciles department ledgers with the county financial system; researches, finds and corrects errors.
2. Assists in budget development for the department, grant applications and subcontractors; develops revenue and expenditure projections; monitors expenditures and provides budget reports and data as required.
3. Analyzes and reports on revenue, expenditure and cash trends for a variety of grants; recommends budget changes as necessary.
4. Reviews sub-recipient financial records and controls to insure compliance with federal, state and contract rules and regulations and prepares reports and recommendations regarding financial activities.
5. Reviews and analyzes requests for proposals and state and subcontractor contracts to ensure compliance with state, federal and local requirements; reviews budget calculations and wording.
6. Prepares financial statements and reports; compiles financial data; develops report formats as necessary.

STATEMENT OF OTHER JOB DUTIES

7. May assist in the analysis and evaluation of various software programs; may design spreadsheet and data base programs within parameters established by financial systems group.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, business, finance or other field directly related to professional accounting work; PLUS two (2) years of professional accounting experience; OR, any combination of training and or experience that provides the required knowledge and abilities. Washington state certification as a Certified Public Accountant may be substituted for the required education. Must pass job related tests.

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PREFERRED QUALIFICATIONS

Previous professional accounting experience for a governmental agency is preferred.

SPECIAL REQUIREMENTS

A Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles, theories and practices of governmental accounting
- current accounting developments and trends
- budgetary principles, practices and procedures
- internal and operational control concepts, techniques and relationships
- Windows based applications including word processing, spreadsheet, and database software
- the use of computer technology, rules, regulations, reference materials, technical reports and legal documents

Ability to:

- analyze financial records
- identify procedural and system problems and develop solutions
- read, interpret and apply relevant federal, state and local laws, rules and regulations
- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, and the general public
- communicate effectively both orally and in writing
- maintain necessary records and prepare required reports
- work with minimum supervision within prescribed guidelines
- use county standard computer systems and office software and hardware packages
- learn Generally Accepted Accounting Principles (GAAP) pertaining to financial practices and procedures

SUPERVISION

The employee receives limited supervision from an administrative manager as assigned. Guidance in the creation of financial systems is provided by the Financial Systems Group. Objectives, priorities and deadlines are established by the manager. Employees plan and carry out successive steps and resolve problems in accordance with instructions, policies and accepted practices.

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WORKING CONDITIONS

The work is performed in the usual office environment with field trips to various locations throughout Snohomish County as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1986

Previous Spec No. 310225

Revised: July 1987, November 1993, May 2004, June 2012, July 2017

EEO Category: 2 - Professionals

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous