

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ACCOUNTANT I**

Spec No. 2001

### **BASIC FUNCTION**

To perform professional accounting work including the preparation of complex financial statements which requires the application of established accounting principles, theories, concepts and practices.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Maintains general and subsidiary automated and manual ledgers; monitors and verifies the preparation and classification of accounting entries such as journal vouchers, invoices and account receivable billings; may sign payment vouchers; reconciles records; researches, finds and corrects errors.
2. Prepares financial statements and reports; compiles financial data; develops reports formats; prepares statements and reports such as income statements and balance sheets.
3. Makes studies of day-to-day accounting problems and recommends solutions; assists user departments by answering accounting related questions.
4. Develops working forms and tasks within general departmental policies and procedures.
5. Brings exceptions to accounting principles and standards to the attention of the appropriate level of management.

### **STATEMENT OF OTHER JOB DUTIES**

6. 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.

### **PREFERRED QUALIFICATIONS**

Previous professional accounting experience for a governmental agency is preferred.

### **SPECIAL REQUIREMENTS**

A State of Washington Driver's License may be required.

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### When assigned to the Department of Information Services:

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- 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

Ability to:

- identify procedural problems and develop solutions
- read, interpret and apply relevant federal, state and local laws, rules and regulations
- establish and maintain effective working relationships with other county employees and the general public
- communicate effectively both orally and in writing
- maintain necessary records and prepare required reports
- work with minimum supervision
- use personal computers and standard office equipment
- learn Washington laws governing local government financial practices and procedures
- learn Governmental Accounting Standards Board, accounting practices and procedures
- learn the requirement of the Washington State Budgeting, Accounting and Reporting System Act

### SUPERVISION

The employee receives limited supervision from an accounting manager. Objective, 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.

### WORKING CONDITIONS

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

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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: July 1987

Previous Spec No. 310220

Revised: June 1997

EEO Category: 2 – Professionals

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous