

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTANT II

Spec No. 2339

BASIC FUNCTION

To perform professional accounting work including the preparation internal management reports which requires the application of established accounting principles, theories, concepts and practices.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintains 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 reports; compiles financial data; develops reports formats; department specific reports such as income statements and balance sheets.
3. Makes studies of day-to-day accounting problems and recommends solutions; assists department staff 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.
6. Works independently on small to medium accounting projects and performs duties of the Accountant I.

STATEMENT OF OTHER JOB DUTIES

7. 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, three (3) years of professional accounting experience; OR, any combination of training and or experience that provides the required knowledge and abilities. 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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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
- basic knowledge of the Governmental Accounting Standards Board, accounting practices and procedures

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
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other applications as available
- use 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 a supervisor as assigned. 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.

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

[EEO policy and ADA notice](#)

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Class Established: May 2011

Revised: July 2017

EEO Category: 2 – Professionals

Pay Grade: 240 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous