

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING ANALYST

Spec No. 2002

BASIC FUNCTION

To perform professional accounting and analysis, and prepare, review and ensure the accuracy of the county's annual financial statements and audit reviews, including those by the State Auditor.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs and/or leads a wide variety of related accounting tasks such as: oversight of general and subsidiary ledgers reconciliation; review and/or approval of original source entries; provides financial information for the budget process; prepares/reviews year-end accruals; researches and mediates accounting dispute resolution with customers and staff.
2. Prepares and coordinates the compilation of financial statements/reports and notes to financial statements.
3. Prepares written and oral responses to inquiries by division and other county managers, supervisors, state auditors and council staff, as requested.
4. Serves as a resource, advisor and monitor during the development and installation of new accounting systems and/or modifications to existing systems.
5. Provides guidance to management and staff of other departments regarding financial issues.
6. Reviews policies and procedures for compliance with state and federal regulations, county code, ordinances, grant requirements, GAAP and GAAS.
7. Advises and assists departments in monitoring funds and fiscal health and to aid fund managers, from a financial, accounting and budgetary perspective, to meet their operating objectives; includes making recommendations on rates, cashflow, investments and debt timing.
8. Assists in the preparation of special statistical and financial reporting.
9. Develops and establishes County-wide accounting policies and procedures; ensures compliance with internal controls; determines audit methods.

STATEMENT OF OTHER JOB DUTIES

10. Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, business administration or a related field, PLUS, three (3) years accounting experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Accounting experience in government field preferred.

A Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Certified Public Finance Officer (CPFO) preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Generally Accepted Accounting Principles (GAAP)
- Generally Accepted Auditing Standards
- Governmental Accounting, Auditing, and Financial Reporting standards (GAAFR)
- Washington State Budget, Accounting and Reporting System Act (BARS)
- computer applications and specialized accounting software and systems
- principles, theories and practices of governmental accounting
- county-wide business operations and practices
- current accounting development and trends

Ability to:

- communicate effectively both verbally and in writing
- read, interpret and apply relevant federal, state and local laws, rules and regulations
- analyze situations and apply professional judgment
- develop and maintain effective work relationships with peers, customers and management
- work effectively and contribute to a team environment
- work independently and know when to refer to a higher authority
- prepare financial statements and management reports
- use county standard computer systems and office software and hardware packages;
- maintain necessary records and reports
- train other county employees in the use of financial applications and standards
- organize multiple tasks and priorities, work efficiently under pressure and meet deadlines
- audit, set up, evaluate and implement internal control procedures and interpret financial data

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SUPERVISION

Employees in this classification receive general direction from an administrative superior. Work is performed with considerable independence and is reviewed through reports, meetings and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to various locations throughout Snohomish County as necessary. Employees typically focus on a computer screen for 2+ hours daily and computer usage requires precise control of fingers and hand movements. Occasionally employees are required to visit offsite departments.

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 1986

Revised: July 1987, November 1999; January 2002, February 2017

Previous Spec No. 310221

EEO Category: 2 - Professionals

Pay Grade: 240 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous