

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING ANALYST – EMERGENCY MANAGEMENT

Spec No. 2290

BASIC FUNCTION

To perform professional accounting and analysis of Department of Emergency Management funds, perform various grant and accounting functions and associated administrative duties.

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 approval of original source entries; provides financial information for on-going Emergency Management administration.
2. Analyzes federal, state and local award of funds to the Department of Emergency Management to determine cost ceilings, statutory set asides and eligible activities; prepares necessary applications and contract documents; conducts technical assistance conferences; staffs various technical and policy/advisory boards.
3. Prepares written and oral responses to inquiries by Emergency Management Director and Assistant Director, supervisors, state auditors and Finance Office Staff as requested.
4. Provides guidance to management and staff of Emergency Management regarding financial issues.
5. Assists in the preparation of special statistical and financial reporting.
6. Maintains employee payroll records for such categories as sick leave, vacation, overtime and hours worked; records employee salary and history changes such as hours worked, promotions, position names and numbers on manual and automated systems; prepares and distributes various vacation and sick leave reports.

STATEMENT OF OTHER DUTIES

7. Assists various boards and commissions with administrative matters such as meeting minutes and other administrative processes.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public administration or related field; AND, two (2) years of grants administration and/or financial administration experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- funding sources and grant application and documentation procedures
- state and federal laws related to grant contract administration
- fundamentals of accounting principles and practices
- personal computer based word processing, spreadsheet and database systems

Ability to:

- communicate effectively both verbally and in writing
- read, interpret and apply relevant federal, state and local laws, rules and regulations
- develop and maintain effective work relationships with public and private officials, superiors, co-workers and the general public
- maintain necessary records and prepare required reports
- work under pressure, meet deadlines and cope with interruptions
- work with and maintain confidential information
- work independently

SUPERVISION

Employees in this classification receive general direction from the Emergency Management Director or Assistant Director. Work is performed with considerable independence and is reviewed through reports, meetings and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with travel to off-site locations 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: March 2006
EEO Category: 2 - Professionals
Pay Grade: 239 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous