

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING AND FINANCIAL SERVICES MANAGER

Spec No. 1142

BASIC FUNCTION

To plan, coordinate, supervise and manage the accounting and financial management operations and services of the department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, coordinates and manages the accounting, financial research and management operations of the department; develops work plans, monitors actual progress and assesses employee performance against agreed upon goals and objectives; coordinates accounting activities within divisions as required.
2. Directs and supervises the work of subordinate leads and staff; establishes staffing and scheduling requirements and plans; recommends various personnel actions to the Director, including selection, promotion, reassignment and discipline.
3. Trains or provides for the training of subordinate employees; responds to employee questions on accounting, cost accounting, financial management and reporting, user fee costing and pricing and related departmental policies and procedures; reviews staff decisions in relation to departmental policies and objectives.
4. Directs the management or manages special departmental accounting, financial management, cost accounting and user fee projects.
5. Reviews and analyzes department accounting, financial and office policies, procedures and practices; develops and recommends new and/or improved departmental policies and procedures; coordinates the implementation of accounting and financial policies and procedures with department managers as necessary.
6. Meets with department management and employees to discuss accounting, financial and office support related concerns; assists division employees in the development and or change of department business enterprise reporting programs.
7. Reviews reports and statements developed by department division employees for adherence to accounting and legal requirements; personally prepares or directs the preparation of departmental accounting, cost accounting and statistical schedules, statements and reports as required.
8. Develops long and medium range plans for consideration and approval of the Director.
9. Prepares or directs the preparation of the departmental annual budget; administers the approved budget and monitors expenditures.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Bachelor's degree in accounting and/or finance; PLUS, five (5) years of professional accounting, management accounting, public finance or financial administration experience; OR, any equivalent combination of formal training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

PREFERRED QUALIFICATIONS

Previous supervisory experience with technical accounting functions such as payroll, accounts payable, accounts receivable and cash receipting; governmental fund accounting and cost accounting preferred; user fee cost accounting and pricing experience desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, concepts and procedures of governmental accounting and financial management and analysis, and cost accounting
- governmental accounting principals and practices; general experience with Generally Accepted Accounting Principals (GAAP) as they might apply to departmental compliance with Budget and Finance Department directives, internal control policies and procedures, revenue recognition, preparation of journal entries that will apply to Fund financial statements, or other accounting practices and procedures that support Fund accounting;
- laws, rules, and regulations governing governmental accounting and financial management in support of department functions
- data processing systems support practices and techniques as applied to department accounting, cost accounting and database management and support of internal business decision making requirements
- principles and practices of program planning, organization and administration
- principles and procedures of personnel management
- principles and practices of effective supervision

Ability to:

- multi-task
- plan, coordinate, supervise and evaluate the work of all subordinate employees
- independently work under pressure and meet routine and periodic deadlines
- evaluate the application of departmental accounting, cost accounting and/or financial management programs, policies and procedures; monitor and evaluate operations and take effective action to correct deficiencies and resolve problems
- develop program plans and evaluate work accomplishments

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- read, interpret and apply relevant federal, state and local laws, rules and regulations as they apply to department operations and/or inter and intra governmental agreements
- analyze, interpret and communicate complex internal accounting and financial information
- communicate effectively, both verbally and in writing
- establish and maintain effective work relationships with state and county officials; department heads, peers, associates, subordinates, officials of other agencies, and with the general public
- prepare a wide variety of internal and external correspondence, reports and other written materials

SUPERVISION

This position reports directly to the department director. All work is performed with a high degree of independence and is reviewed through conferences, periodic reports and obtained results. The employee supervises and/or manages accounting and financial analysts and other directly reporting positions, and may supervise as required indirectly reporting accounting technicians, accountants and clerical staff to insure that scheduled work is completed when due in the absence of direct supervision.

WORKING CONDITIONS

The majority of work is performed in the usual office environment with travel to off-site locations as necessary, including occasional out-of-state trips.

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: June 2006 as Accounting and Financial Services Manager-PDS

Revised and Retitled: December 2010

EEO Category: 2 - Professionals

Pay Grade: 111 – Management Exempt

Workers Comp: 5306 Non-Hazardous