

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ACCOUNTING MANAGER**

Spec No. 1106

### **BASIC FUNCTION**

Responsible for the oversight of financial activities and reporting for the Treasurer's office, several outside districts and County departments, applying and implementing accounting and finance principles and best practices. Performs a daily balancing of the County's general ledger in order to ensure all journal entries for all districts and departments reflect accurate and complete activity. Coordinates with the Investment Officer to monitor and balance the daily cash position and analyze the ability for investment and potential investment revenue as well as debt service administration.

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

1. Directly supervises and provides direction accounting, cash management and tax specialist employees within the unit to excel, monitors their performance and takes corrective action if necessary.
2. Recommends to the Chief Deputy personnel related actions including selection, promotion, demotion, reassignment and termination.
3. Develops and monitors unit work plan; reports work plan performance to the Treasurer.
4. Develops advanced technical analysis worksheets and tools to provide decision makers with appropriately structured financial information.
5. Prepares, presents and communicates data analysis results to targeted audiences. Provides technical, business and policy analysis for department and taxing district leadership.
6. Responsible for oversight of financial activities for a variety of junior taxing districts.
7. Participates in customer service team which is responsible for servicing the public in the efficient collection of taxes, the investment of public funds and management of county debt.
8. Provides oversight of subsidiary accounting systems manages debt system for all county and special district debt.
9. Makes recommendations for changes to subsidiary systems; participates in the development and modification of various types of accounting and financial systems and/or automated models.

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

7. Performs related duties as required.

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### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in accounting, business, finance or other field directly related to professional accounting work; AND, six (6) years of increasing responsibility and experience in professional accounting; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **PREFERRED QUALIFICATIONS**

Masters of Business Administration (MBA), Masters of Accounting (MAcc) or similar preferred.

Management or supervisory experience is preferred.

### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- applicable laws, contracts and norms which set standards for employee behavior and govern the rules of work and employee compensation
- accounting and finance practices and their application in a municipal environment
- modern techniques of managing, motivating, and supervising employees
- Generally Accepted Accounting Principles (GAAP)
- Washington State Budgeting, Accounting and Reporting System (BARS)
- debt instruments and debt recording including refunded debt
- principles, theories and practices of governmental accounting
- personal computer spreadsheet, word processing, and data base programs
- work flow planning, development and monitoring of goals work plans

Ability to:

- develop objectives, work plans to meet divisional goals
- conduct in-depth analyses
- identify procedural and system problems and develop solutions
- read, interpret and apply relevant federal, state and local laws, rules and regulations
- establish and maintain effective work relationships with department heads, elected officials, peers, and the general public
- maintain necessary records and prepare required reports
- motivate subordinates to excel, monitor performance and take corrective action if necessary

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### KNOWLEDGE AND ABILITIES (Continued)

- foster an environment that encourages excellence on the part of peers, subordinates, and others
- apply accounting and finance principles to day-to-day situations and determine the most appropriate course of action given the circumstances
- promote organizational objectives and serve on the Treasurer's Management team;
- communicate effectively both orally and in writing
- work under pressure, meet deadlines and cope with interruptions
- work with minimum supervision
- use computer terminals, calculators, and personal computers
- rapidly learn Washington and Snohomish County laws governing local government financial practices and procedures
- rapidly learn Governmental Accounting Standards Board (GASB) accounting principles and procedures

### SUPERVISION

Employees in this class receive general direction from the Treasurer and Chief Deputy. 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 occasional field trips to various locations throughout the state 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: January 1998  
Revised: January 2017, February 2019  
EEO Category: 2 - Professionals  
Pay Grade: 245 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous