

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING PROJECT SPECIALIST

Spec No.6370

BASIC FUNCTION

To perform a variety of duties in the planning, development and implementation of process improvement projects. Employees in this classification are assigned one large project and/or multiple small projects to plan and implement as well as a variety of specialized accounting tasks.

STATEMENT OF DUTIES

1. Assists supervisor in identifying opportunities for process improvement and, as requested by supervisor, independently investigates/researches solution options, including gathering information from in-house and external sources.
2. Drafts recommendations and alternative options for discrete projects; drafts written materials such as reports, letters and memos including, but not limited to identifying, quantifying and reporting potential and actual dollar savings through utilization of an improved process.
3. Leads or assists in implementation of approved projects; may personally implement less complex individual projects which are part of larger programs.
4. Provides input to the development of or directly develops requests for proposals and contracts; evaluates responses relative to desired outcomes; may monitor the performance of various contractors; prepares status reports as required.
5. Prepares training materials and leads user group training covering best practices for utilization of new programs. Coaches, mentors and supports staff from all county departments/offices as needed.
6. Answers questions and provides information to county employees and the general public, including county vendors, concerning a variety of programs and issues.
7. Tracks, reviews, processes and analyzes data from a variety of sources; maintains computer files.
8. Performs or guides others in the performance of various special project implementations/uses for the division, as assigned by supervisor or business manager.
9. Performs Accounting Specialist and other duties as assigned.
10. When assigned to the airport, recommends, reviews, and monitors Federal Aviation Administration (FAA) Regulations and Advisory Circulars compliance for the Airport Business Manager.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, finance or a related field; AND, one (1) year experience in a related field; OR, any combination of training and/or experience that provides the required knowledge

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and abilities. Work related experience may be substituted for the required education or training on a year for year basis. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- best practices and current trends and developments in accounting transaction processes;
- federal, state and local laws as they apply to specific accounting transactions;
- research and data collection techniques;
- accounting systems;
- computer word processing, spreadsheet and database applications integration;
- specialized bookkeeping and accounting principles and practices with an emphasis in payroll, federal/state labor and reporting regulations, AP, AR, cash collections and processing;
- labor contracts, departmental policies/procedures, HR Guidelines and other applicable materials;
- general office practices and procedures.

Ability to:

- gather, evaluate and document technical data;
- synthesize research results and use these results as a basis for recommendations;
- implement and apply complex and relevant procedures, laws and labor agreements;
- communicate effectively both verbally and in writing;
- establish and maintain effective work relationships with supervisors, peers, associates, vendors and the general public;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- Prepare a variety of correspondence, reports, and other written materials and documents;
- maintain financial records and prepare related reports;
- maintain confidentiality and exercise good judgment;
- conduct complex arithmetical computations with speed and accuracy;
- operate standard office equipment including 10-key;
- fully utilize MS Word, Excel, Outlook, and Internet Explorer software;
- work efficiently under pressure and meet deadlines;
- apply and use reconciliation procedures;
- independently organize and perform tasks with minimal supervision, and work in a team environment.

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SUPERVISION

Employees in this class receive direction from an administrative superior. The work is reviewed through meetings, periodic status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to locations throughout the county for the purpose of site visits. Occasional evening, weekend and/or holiday work may be required to timely complete assignments.

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 2013

Revised: July 2020

EEO Category: 2 - Professional

Pay Grade: 237 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous