

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING SPECIALIST

Spec No. 6362

BASIC FUNCTION

To perform technical and specialized financial, accounting and/or fiscal support services, including payroll processing, accounts payable (AP), accounts receivable (AR), cash collections, preparation of purchase orders, personnel and other employee related processing, and creation of reports as requested. The employee within this classification may be assigned to a specialized function (i.e. payroll, AR, AP, etc.) or expected to perform a variety of accounting functions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Analyzes time reporting data submitted by employees; researches, evaluates and applies the use of the Human Resource Guidelines, labor contracts, and departmental policies/procedures to ensure adherence to established pay standards in conjunction with state and federal regulations; researches and reconciles discrepancies in leave balances; verifies earnings and reconciles with pay categories such as out-of-class pay, worker's compensation, FMLA or other leave issues, military duty, jury duty, etc.; and inputs correct timekeeping data into payroll system for accurate and timely payroll processing.
2. Prepares and processes employee payroll and compensation records to initiate payroll changes for new hires, position numbers, terminations, step increases, promotions, change of department, temporary upgrades and transfers.
3. Manages day-to-day flow of AP, AR, Cash (and non-cash)Reconciliations, including documentation for obligations, payment authorization, proper coding, and accurate reporting to insure timely and accurate payments, and resolution of any payment discrepancies and disputes. Confers with vendors as necessary.
4. Provides effective customer service by responding to inquiries and/or solicits information from employees, management, county finance, regulatory authorities, vendors and business suppliers to insure accurate and timely reporting of data and to correct discrepancies. Responds to complaints or requests for information in a timely and responsive basis.
5. Conducts complex mathematical calculations for AP, AR, and payroll processes including wage/overtime payments, payroll deductions, manual pay, overpaid wages, and employment termination entitlements; balances remittances to outside agencies, edits system data and makes necessary adjustments; deciphers, translates, codes, and enters fiscal data as required by system and standard principles.
6. Audits and reconciles accounting records for accuracy including payroll, AP, AR, Purchase Order processing, and Cash/Incentive/Purchase Card reconciliation. Corrects or initiates corrective changes for any discrepancies.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Creates and/or generates reports as requested by internal or external sources by gathering and reporting data according to required output for grants, internal reports, and regulatory agencies using applicable software or program tools.
8. Performs administrative functions such as file maintenance, archiving, set-up of vendors, photocopying and distribution.
9. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Associate's degree in Accounting, business administration or related field; AND, two (2) years technical experience in an accounting function with at least one year in payroll processing. OR, any equivalent combination of training and/or experience that provides the required knowledge, skills and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- 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
- Snohomish County organizational structure and approval hierarchy
- general office practices and procedures relating to accounting activities
- federal, state and local laws as they apply to accounting administration
- accounting systems including Highline, Cayenta (including Actuate), and familiarity with Access

Ability to:

- implement and apply complex and relevant procedures, laws, labor agreements and Human Resource Guidelines and applicable regulations
- clearly explain policies, procedures, and schedules
- insure maximum accuracy to minimize errors
- interpretation of input data

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- maintain financial records and prepare related reports
- gather, evaluate, and document technical data
- 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
- establish and maintain effective work relationships with all levels of court management and staff, county departments, and representatives of other government agencies
- apply and use reconciliation procedures
- independently organize and perform tasks with minimal supervision, and work in a team environment

SUPERVISION

Employees in this classification receive general direction from an administrative manager as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines, which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. The work is reviewed by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment and may include field trips to outlying areas. Occasional evening, weekend and/or holiday work may be required to timely complete accounting processes.

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: May 2010
Revised: April 2018, removed Superior Court
EEO Category: 6 – Administrative Support
Pay Grade: 312 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous