

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ACCOUNTING TECHNICAL SUPERVISOR**

Spec No. 2120

### **BASIC FUNCTION**

To plan, coordinate and supervise technical accounting staff in performing financial, accounting and/or fiscal services to the County and junior taxing districts.

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

1. Plans, coordinates and supervises the work of the accounting technical section; participates in and makes recommendations concerning the hiring, transfer and termination of subordinate employees; conducts performance reviews and disciplinary actions; advises, assists and trains subordinates as necessary.
2. Develops and recommends new and revised policies and procedures and rules; implements, communicates and interprets policies and procedures as necessary; trains department and employees in interpreting and using policies and procedures.
3. Supervises a wide variety of related technical and specialized accounting tasks such as: oversight of general and subsidiary ledgers reconciliation; review and/or approval of original source entries; organize and monitor data sources for financial or fiscal records; maintenance of accounting subsystems; provide financial information for the budget process; research, negotiate and mitigate accounting dispute resolutions with customers and staff.
4. Coordinates the activities of section staff; provides training, information and regulation interpretation; conducts and facilitates Accounting Support Group Meetings.
5. Participates in the preparation of the annual work plan, goals, objectives, and priorities for the assigned section; collects and reports statistical and financial information.
6. Provides oversight in the maintenance of financial systems, its modifications, testing and implementation.
7. Performs duties of Accounting Technicians.
8. Provides for liaison on work related issues with other departments, outside agencies and regulatory authorities.
9. Maintains necessary records and prepares required reports.

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in business or public administration, or other field directly related to public administration, PLUS, four (4) years of experience in a financial and specialized accounting field, including two (2) years of supervisory experience; OR, any combination of

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### MINIMUM QUALIFICATIONS (Continued)

training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory and personnel management standards and practices
- accounting and finance practices and their application in a municipal environment
- Generally Accepted Accounting Principles (GAAP)
- desk top computer skills in the areas of spreadsheets, word processing, databases, and presentation graphics
- work flow planning, development and monitoring of goals and work plans

Ability to:

- effectively plan, develop and carry out complex projects
- gather, evaluate and synthesize a variety of data
- supervise the work activities of subordinates
- prepare clear and concise analytical, descriptive and evaluative reports
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with elected officials, management, consultants, and employees
- rapidly learn Washington laws governing local government financial practices and procedures
- work effectively and contribute to a team environment
- work under pressure, meet deadlines and cope with interruptions
- apply state and federal statutes and laws
- motivate subordinates to excel, monitor performance and take corrective action if necessary
- foster an environment that encourages excellence on the parts 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 circumstance
- promote organizational objectives and serve on a customer service team
- work with minimum supervision
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other applications as available

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#### **SUPERVISION**

The employee supervises accounting technicians. Employees in this class receive general direction from the Assistant Finance Director or Controller. Work is performed with considerable independence and is reviewed through reports, meetings, and results obtained.

#### **WORKING CONDITIONS**

The work is performed in the usual office environment.

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 1990 as Personnel Section Supervisor  
Previous Spec No. 330265, 331265  
Revised and Retitled: July 1994 as Payroll Section Supervisor, January 2002  
Revised: July 1998; February 2000, April 2013  
EEO Category: 2 - Professionals  
Pay Grade: 243 - Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous