

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING TECHNICIAN III

Spec No. 6008

BASIC FUNCTION

To assist in the supervision of complex accounting work requiring considerable knowledge of a specialized accounting operation.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads employees and provides direct supervision to subordinates as required; assigns daily work and trains subordinates as necessary; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles day-to-day personnel questions and problems.
2. Supervises the entering of accounting related data on county records manually or on a computer terminal; supervises the setting up, maintenance, retrieval and balancing of accounting related information on manual and computerized systems.
3. Assists employees of other departments, governmental agencies and taxing districts by answering questions, which subordinate level employees cannot answer; explains procedures, policies and schedules; locates information from county records and provides it to authorized parties as appropriate.
4. Develops, recommends and implements procedural changes and accounting systems for use by subordinate level employees in the work unit; ensures that accounting standards are maintained.
5. Maintains necessary accounting related records and prepares required reports.

STATEMENT OF OTHER JOB DUTIES

6. May serve as liaison with other departments such as data processing or other accounting related functions.
7. Performs all the duties of subordinate level employees as required.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years of related accounting experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Previous lead experience is preferred. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- basic principles of supervision
- double entry accounting principles and practices
- office practices and procedures and commonly used equipment
- accounting related mathematical calculations

Ability to:

- organize, lead and train subordinate employees as required
- maintain accurate and complete financial records and prepare accounting reports and statements
- compute, read and analyze data rapidly and accurately
- classify accounting transactions
- operate computer terminals, printers, and data entry and retrieval programs
- maintain necessary records and prepare required reports
- communicate effectively orally
- establish and maintain effective work relationships with superiors, associates, and the general public
- work independently making consequential work decisions in accordance with policies, procedures and guidelines
- critically analyze and solve work related problems
- exercise good judgment

SUPERVISION

Employees receive general direction from an administrative superior as assigned. The work is reviewed through periodic meetings and status reports and by evaluation of results obtained. The employee is responsible for the accuracy of the work produced by the employees he/she leads.

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](#)

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Spec No. 6008

Class Established: July 1987

Previous Spec No. 740794

Revised: January 1996

EEO Category: 6 – Administrative Support

Pay Grade: 314 - Clerical Pay Plan

Workers Comp: 5306 – Non-Hazardous