

SNOHOMISH COUNTY JOB DESCRIPTION

BUDGET AND FISCAL MANAGER

Spec No. 2185

BASIC FUNCTION

To manage and supervise the finance division of Superior Court and provide financial reports and projections for the court.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares the courts' annual multi-million general fund budget; monitors and analyzes all revenues and expenditures and recommends budgetary options, and/or needs; develops and manages financial tracking systems and reports to judicial leadership and senior management monthly or as needed.
2. Supervises accounts payable, accounts receivable, payroll and all fiscal operations of the court; provides advice and assistance to senior management regarding fiscal issues.
3. Participates in the selection of new and/or promotional finance department staff; trains, supervises and evaluates the work of subordinate employees; recommends corrective action, discipline or termination where needed, and participates in grievance settlement meetings as needed.
4. Develops and manages the Superior Courts' Capital improvement Project (CIP), including all furniture, equipment and facilities inventory, expansion replacement and maintenance.
5. Serves as Department liaison with the finance department, the executive's office and the county council staff when related to finance, grant or contract issues for Superior Court.
6. Seeks grant funding, prepares grant budgets; administers grant budgets which includes preparing fiscal reports, tracking expenditures and revenues and communicating budget information with the program providers; maintains contact with local, state, federal contracting agencies regarding fiscal issues as necessary.
7. Develops all ECAFs and Motions for the court which are prepared for all contracts, budget transfers, supplemental appropriations and grant applications.
8. Develops and tracks all contracts and contract amendments Consolidated Agreements; maintains tracking system to provide for timely reporting, initiation of new agreements, and smooth flow through the signing process. Responsible for tracking and submitting requests for proposals and/or qualification for new contracts.
9. Participates as member of the senior management team to develop agency wide policy and provides general agency oversight.
10. Prepares the courts quarterly contract and performance measure reports for the county executive, which includes gathering and analyzing data and monitoring, and reporting on agency performance measures.

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STATEMENT OF OTHER JOB DUTIES

11. Participates in the writing of grants and other applications.
12. Participates in the scoring of the supplemental and interview process of candidates for jobs throughout the court.
13. Participates in labor contract negotiations.
14. Represents the court in relevant community activities as requested.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, business, public administration or other field directly related to office management; PLUS, five (5) years of professional experience in financial administration of which two (2) years is supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's license may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, practices, methods and procedures of government accounting and budgeting
- financial management
- computerized information systems
- principles and practices of public personnel administration
- records management
- grant solicitation and writing
- staff management

Ability to:

- analyze and resolve work-related problems
- work independently
- exercise initiative and judgment, and to make decisions within the scope of assigned authority
- communicate effectively, both orally and in writing
- read, interpret and apply work-related laws, rules, and labor agreements
- plan, schedule, train, supervise, and/or evaluate the work of subordinate level employees

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KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public
- develop and write resource-planning documents

SUPERVISION

The employee reports to the Superior Court Administrator. The work is performed with a high degree of independence, and is reviewed through periodic status reports, and results obtained. The employee supervises subordinate level clerical and office support staff as assigned.

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: February 1998 as Administrative Assistant - Juvenile Ct

Revised and Re-titled: June 2000 as Budget and Fiscal Supervisor

Revised and Re-titled: April 2002

Revised: March 2004, June 2017

EEO Category: 2 - Professionals

Pay grade: 246 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous