

SNOHOMISH COUNTY JOB DESCRIPTION

CONTROLLER / COMPTROLLER

Spec No. 1051

BASIC FUNCTION

Responsible for management of county-wide financial operations. Provides leadership and oversight in the areas of county-wide internal controls, financial risk minimization, operational efficiencies, financial reporting, and debt management. Many of the duties also apply to junior taxing districts served by the County. Serves as the County's liaison with the Washington State Auditors Office. Acts for and in behalf of the Finance Director as assigned.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes and directs all aspects of the Financial Operations Division.
2. Directs and manages the work and training of professional staff, technical supervisors and staff in the areas of county-wide financial reporting, payroll, benefits and retirement administration, accounts payable, accounts receivable, billing, general ledger, debt management and internal control compliance.
3. Directs and manages the division's systems staff responsible for the design, maintenance, modification and integration of the county-wide general ledger system and related sub-systems, CAFR reporting system, and the payroll and timekeeping functions of the county-wide HRIS system.
4. Initiates various personnel actions including hiring, promotion, reassignment and discipline of division employees. Establishes staffing and scheduling requirements. Maintains knowledge of county personnel rules, regulations and labor agreements as apply to the division. Administers personnel policies and procedures and programs within the Accounting Operations Division.
5. Responsible for monitoring and implementing on a county-wide basis changes in federal, state and local government laws and regulations as well as changes in GASB standards.
6. Provides internal control consulting services to other departments/offices. Determines appropriate audit procedures of internal controls followed by other divisions and departments.
7. Reviews and analyzes county-wide fiscal management policies and procedures; develops new and/or improved fiscal management policies and procedures; oversees the implementation of policies and procedures within other divisions and departments as necessary.
8. Meets with managers and employees of other departments to assess financial operations concerns and identify appropriate improvements, which may include, but are not limited to automating operations for improved efficiency, advising fund managers, making recommendations on rates, cash flow, investments and debt timing.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Plans and manages the issuance and ongoing administration of the County's bond issues. Provides for appropriate accounting treatment, required payments and continuing disclosure of such issues.
10. Interacts with internal and external auditors including serving as the designated county-wide audit liaison for annual audits performed by the State Auditor's Office. Manages corrective action related to audit findings, if any.
11. Manages internal investigations throughout the county related to non-compliance with fiscal management controls.
12. Presents various financial reports/information to the county council; responds to questions regarding that information.
13. Communicates with state officials and federal representatives as needed.
14. Prepares and defends the division's annual budget; administers the division's approved budget and monitors expenditures.
15. Negotiates county-wide professional services.
16. Represents the county on various boards; communicates and implements the county's policies and direction.
17. Represents the department in labor contract negotiation and labor relation forums.
18. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, finance, or business administration, economics or a closely related field; AND, six (6) years of experience in budgetary or financial analysis; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. CPA plus MBA/CMA are preferred. Exceptional leadership, communication skills, strong personal computer skills in the areas of spreadsheets, word processing, database, and graphics. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- GASB, GAAP, FASB and OMB Supercircular accounting standards and reporting requirements;
- the principles and practices of financial management and budgeting management;
- principles and practices of program planning, organizations and administration;
- essentials of project management;
- principles and procedures of personnel management and effective supervision, including employment issues and trends in human resources.

Ability to:

- exert leadership skills in a cooperative environment;
- exercise excellent judgment and tact in relationships; know when to refer situations to a higher authority;
- plan, schedule, supervise and evaluate the work of subordinate employees;
- evaluate programs, policies and procedures, analyze operations and take effective action to correct deficiencies and resolve problems;
- develop program plans and evaluate work accomplishments;
- read, interpret and apply laws, rules, regulations and legislation governing county-wide fiscal operations;
- analyze, interpret and communicate complex financial information;
- apply the principles and theories of finance and accounting to complex issues;
- establish and maintain effective work relationships with state and county officials of other agencies and with the general public;
- communicate effectively both orally and in writing;
- prepare a variety of reports and other written materials;
- work independently with little to no supervision and under pressure;
- manage multiple projects and activities while meeting specific deadlines;
- analyze and develop administrative systems, policies and procedures.

SUPERVISION

Employee reports to the Finance Director. The work is performed with considerable independence and the employee has wide latitude and discretion with regard to meeting the county-wide needs of financial management. The work is reviewed through occasional conferences and reports and the employee is held accountable for attainment of program goals and objectives.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout Snohomish County. Some out-of-county travel may be required. The employee may be required to work evenings, weekends, and holidays as necessary.

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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: July 1987 as Financial Services Manager

Previous Spec No. 212046

Revised and Retitled: June 1996 as Assistant Finance Director, Operations

Revised and Retitled: January 2000 as Controller

Retitled: February 2004

Revised June 2006, July 2013, September 2015, January 2017

EEO Category: 1 – Officials and Administrators

Pay Grade: 113 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous