

SNOHOMISH COUNTY JOB DESCRIPTION
CORRECTIONS ACCOUNTING SUPERVISOR

Spec No. 4013

BASIC FUNCTION

To supervise and coordinate the activities of the accounting section of the department of corrections.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, supervises and evaluates the work of subordinate employees; recommends the hiring, discipline, transfer, promotion and termination of employees as necessary.
2. Develops, implements and documents procedural and policy changes to increase the efficiency of accounting operations and performance, and to ensure adequate audit trails.
3. Analyzes and resolves technical problems and questions encountered in the work which subordinate level employees cannot answer; receives, investigates and resolves complaints and problems from outside agencies and the public.
4. Supervises the preparation of prisoner room, board, bills, and the depositing of receipts.
5. Oversees the logging and verification of incoming bail and bonds for completeness, periodically verifies and totals bail register and balances to bank records.
6. Authorizes prisoner releases and investigates complex questions concerning prisoner status.
7. Prepares monthly and annual reports of financial status.

STATEMENT OF OTHER JOB DUTIES

8. May perform all the duties of subordinate level employees in the work unit.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

One (1) year experience as a correction assistant or security clerk in the county corrections department; AND, six (6) months experience in a supervisory or lead position; PLUS, three (3) years related accounting experience; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Two (2) years of education in accounting may be substituted for one (1) year of experience. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination. A pre-employment physical examination may be required for employment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of accounting;
- basic mathematics;
- standard office practices and procedures.

Ability to:

- organize and supervise the work of subordinate employees;
- establish and maintain effective work relationships with superiors, peers, subordinates and the general public;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- maintain necessary records and prepare required reports;
- maintain an overview of complex processes;
- effectively train, coordinate and evaluate the work of employees;
- read, interpret, apply laws, rules, and codes and procedures which govern work unit;
- understand and execute complex oral and written instructions;
- critically analyze and solve work related problems;
- work independently and under pressure, meet deadlines and cope with interruptions;
- exercise good judgment;
- obtain information from prisoners in the face of hostility.

SUPERVISION

Employees receive limited supervision from an administrative superior as assigned.

WORKING CONDITIONS

The work is performed in a maximum security detention facility.

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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Class Established: July 1987 as Corrections Assistant, Senior
Revised and Re-titled: March 1990
EEO Category: 6 – Administrative Support
Pay Grade: 314 – Sheriff LE Support Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous