

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**FINANCE BUDGET AND SYSTEMS MANAGER**

Spec No. 1015

**BASIC FUNCTION**

Primary responsibility for the preparation of the county's annual operating and capital budgets, interim budget related financial reports and the revenue forecast, and managing the financial systems team. Acts for and in behalf of the Director of Finance as assigned.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Coordinates the development of the County-wide budget.
2. Plans, coordinates and manages the Budget and Systems Division in the preparation and publication of the county's annual operating and capital budgets;.
3. Meets with department heads, managers and employees of other county departments about a wide variety of financial concerns and issues including capital and operating budgeting plans, financing alternatives, and risk management topics.
4. Plans, coordinates and manages the systems team responsible for participating in and coordinating with Information Services, the design, maintenance, and modification of automated financial systems, including the general ledger system, the budget development tool, management reporting systems, and related systems.
5. Takes the lead role in the presentation of County budgets and interim budget reports to the county council; responds to questions regarding the information requested.
6. Supervises, reviews and evaluates the work of subordinate employees as necessary; recommends to director various personnel actions such as promotion, demotion, discipline, reassignment, hiring and termination of employees; reviews staff decisions in relation to departmental policies and objectives.
7. Develops, recommends and implements approved operating and capital budgetary policies and procedures; supervises the development of and reviews and approves all budget forms and revisions of budget related documents; reviews reports and statements developed by division employees for adherence to budget and legal requirements; oversees preparation of annual budgets, budget reports, and other reports as required.
8. Supervises the preparation of a variety of studies, including organizational and management analysis; provides advice and assistance to all levels of management on a variety of budgetary matters.
9. Represents the County on Boards as directed by the Executive, responsible to communicate and implement the Counties policies and direction.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Prepares the annual work plan, goals, and objectives for the budget division; reviews, analyzes and coordinates the implementation of policies and procedures with other divisions and departments as necessary.
11. Prepares the division's annual budget; administers the division's approved budget and monitors expenditures.
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13. Prepares the division's annual budget; administers the division's approved budget and monitors expenditures.
14. Supervises the department's customer service and systems support functions, and the Sr. Financial Consultants and systems staff.
15. Reviews and makes recommendations on all budget transfers and revisions, supplemental and emergency appropriation requests.

STATEMENT OF OTHER JOB DUTIES

16. Performs duties of Sr. Financial Consultant for a group of county agencies.
17. 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 which includes at least three (3) years of supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. CPA/MBA/CMA is preferred. Exceptional oral and written 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 for employment.

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**KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles and practices of operating, capital budgeting and financial management as applied to public jurisdictions;
- governmental Generally Accepted Accounting Practices;
- principles and practices of program planning, organizations and administration;
- federal, state and local laws, rules, regulations governing public sector budget preparation and administration with particular emphasis on the State of Washington B.A.R.S. Act;
- mini and personal computer systems;
- principles and procedures of personnel management and effective supervision.

Ability to:

- coordinate the development of a comprehensive multi-million dollar budget;
- interpret administrative directives and use initiative and sound judgment in applying to work situations;
- exercise good judgment as to when to act independently and when to refer situations to a higher authority;
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates, and with the general public;
- analyze the potential impact of social and economic trends on county programs;
- analyze and effectively present the relative advantages and disadvantages of alternative courses of action;
- analyze and effectively present revenue and expenditure data and take effective action to resolve problems;
- analyze and effectively present and evaluate the economic, political and social impact and consequences of administrative policies and actions;
- effectively supervise, review and evaluate the work of subordinate employees;
- communicate clearly and effectively, both orally and in writing;
- operate standard office machines and equipment;
- plan and schedule the work of others;
- listen to customers and respond to their needs;
- promote organizational mission, vision and values.

**SUPERVISION**

The employee reports to the Finance & Risk Management Director. Routine aspects of the work are performed with considerable independence and the employee has wide latitude and discretion with regard to meeting the corporate and departmental needs of those who use the county budget. The employee manages staff of the Budget and Systems Division and is responsible for the over-all functioning of the customer service teams. The work is reviewed through conferences and reports and the employee is held accountable for the attainment of program goals and objectives.

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WORKING CONDITIONS

The work is performed in the usual office environment. The employee is required to work evenings, weekends, and holidays as necessary. Some out-of-county travel may be required.

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: January 1994 as Financial Planning Manager  
Revised and Retitled: January 2004  
Revised: July 2013, January 2015, January 2017  
EEO Category: 1 – Officials and Administrators  
Pay Grade: 113 – Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous