

SNOHOMISH COUNTY JOB DESCRIPTION

FINANCE DIRECTOR/BUDGET ASSISTANT

Spec No. 1015

BASIC FUNCTION

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

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, coordinates and manages the preparation and publication of the county's annual operating and capital budgets; 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.
2. Participates in the presentation of budgets and interim budget reports to the County Council; responds to questions regarding the information requested.
3. Supervises, reviews and evaluates the work of subordinate employees as necessary; recommends to Finance Director various personnel actions such as promotion, demotion, discipline, reassignments, hiring and termination of subordinate employees. Reviews staff decisions in relation to departmental policies and objectives.
4. 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.
5. 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.
6. Prepares the annual work plan, goals and objectives for the Budget Division; reviews and analyzes coordinates the implementation of policies and procedures with other division and departments as necessary.
7. Supervises the department's customer service and systems support functions, and the Senior Financial Consultant staff.
8. Reviews and makes recommendations on all budget transfers and revisions, supplemental and emergency appropriations requests.

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STATEMENT OF OTHER JOB DUTIES

9. Performs duties of Senior Financial Consultant for a major group of county agencies.
10. 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 are 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.

KNOWLEDGE AND ABILITIES

Knowledge of:

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

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KNOWLEDGE AND ABILITIES (Continued)

- 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
- plan and schedule the work of others
- strong customer service ethic and the ability to listen to other departments and respond to their needs
- promote organizational mission, vision and values

SUPERVISION

The employee reports to the Finance Director. The more 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 the staff of the Budget Division. The position is also responsible for the over-all functioning of the department's 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.

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: March 1996

EEO Category: 1 – Officials and Administrators

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous