

SNOHOMISH COUNTY JOB DESCRIPTION

FINANCE, DIRECTOR OF

Spec No. 1048

BASIC FUNCTION

To plan, organize, coordinate and direct the operations of the Budget, Financial Operations, Purchasing and Risk Management Divisions.

STATEMENT OF ESSENTIAL DUTIES

1. Plans, organizes, coordinates and directs all operations of the department including accounting, budget and financial analysis, purchasing and risk management.
2. Supervises and directs the work of subordinate supervisors, managers and administrators; evaluates the work of subordinates; selects, hires, terminates and disciplines subordinates as necessary.
3. Works closely with County Executive in preparation of the county's annual operating budget, multi-year financial forecasts and fiscal analysis of policy initiatives.
4. Oversee the County Risk Management Program.
5. Prepares and submits the annual departmental budget; prepares and/or supervises the preparation of departmental program plans, goals and objectives and funding requests; administers the approved departmental budget.
6. Develops and manages the County's strategic approach and utilization of financing alternatives
7. Responsible for the administration and management of the employee benefit fund
8. Evaluates departmental operations and initiates changes as necessary; prepares or supervises the preparation of operational policies and procedures.
9. Coordinates departmental operations with other county departments, other governmental organizations and outside agencies as required; confers with and advises county elected officials on various issues and problems concerning the department.
10. Serves on the County Investment Committee, the Risk Management Committee and participates in the development and implementation of overall county financial policy.

STATEMENT OF OTHER JOB DUTIES

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelors degree in accounting, business or public administration, economics, finance or other discipline directly related to financial management; PLUS, eight (8) years of experience in

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MINIMUM QUALIFICATIONS (Continued)

accounting, risk management, purchasing, auditing or financial management, including, at least three (3) years of financial management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience in the management of large multi-fund or governmental accounting systems including recent experience with electronic financial management systems are preferred. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of purchasing for a large organization
- the principles and practices of risk management
- the theory, principles and practices of modern governmental accounting and financial management including the receipt and disbursement of funds on a large scale
- current developments and trends in the field of governmental accounting and financial management
- electronic data processing practices and techniques as applied to the area of financial systems
- investment and cash management practices and methods
- the laws, rules, regulations and legislation governing governmental accounting and financial management
- the principles and practices of program planning, organization, budgeting and administration
- the principles and practices of modern supervision

Ability to:

- plan, organize and direct the operations of a major county department
- direct an effective purchasing program
- direct an effective risk management program
- plan, coordinate, supervise and evaluate the work of subordinate employees
- prepare and administer the departmental budget
- analyze departmental operations, initiate changes and to take effective action to correct deficiencies and resolve problems
- work under pressure and to delegate responsibility
- establish and maintain effective working relationships with elected officials, associates, subordinates, employees of other agencies, and with the general public
- communicate effectively, both orally and in writing
- prepare and analyze a variety of financial statements and reports
- make and carry out prudent investment and financial decisions

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KNOWLEDGE AND ABILITIES (Continued)

- read, interpret and apply laws, rules and regulations governing departmental operations including new legislation and county personnel rules and regulations

SUPERVISION

The employee reports directly to the County Executive through the Deputy Executive and is responsible for all operations of the department. The work is performed independently and involves close cooperation with the County Assessor, County Auditor and County Treasurer as well as with other county department heads and officials of outside taxing districts. The work is governed by a variety of federal, state and local laws, rules and regulations, and is reviewed through meetings, status reports and results obtained.

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: July 1981 as Finance Director

Previous Spec No. 211040

Revised: November 1999, January 2015; March 2016

Revised and Retitled: July 1987 as Budget and Finance Director, November 1992, September 2015 as Finance and Risk Management, Director of

EEO Category: 1 – Officials and Administrators

Pay Grade: 115 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous