

SNOHOMISH COUNTY JOB DESCRIPTION

FINANCIAL ANALYST

Spec No. 3072

BASIC FUNCTION

To provide financial research and analysis services to county departments.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as liaison between the Budget and Finance Department and other county departments and outside consultants on projects related to finance, accounting and systems automation; may act as a project lead; provides guidance to other team members and consultants as necessary.
2. Provides financial research and analysis services to county departments; determines research methods; analyzes and interprets financial data; analyzes and evaluates information, develops findings, conclusions and recommendations and prepares reports as necessary.
3. Develops, analyzes, modifies and updates manual and computerized financial models and programs; develops cash flow and fiscal impact models.
4. Assists accountants in determining scope and content of financial projects; provides other county employees with financial research procedures and resources.
5. Develops and recommends rates for county services; determines rate objectives; reviews revenue requirements, operating costs and capital acquisition plans; develops rate amount and timing options.
6. Provides input and participates in the review of financial related policies and procedures.
7. Evaluates the county's debt requirements and makes recommendations for the sale of debt instruments; reviews new financing concepts presented to the county for consideration; reviews and recommends financing option.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, business, finance or other field directly related to professional accounting work; PLUS, three (3) years of professional accounting/finance experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Previous accounting experience at a governmental agency is preferred. Washington State certification as a certified public accountant may be substituted for the required education. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid State of Washington Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles, theories and practices of governmental accounting
- the principles, concepts and procedures of financial analysis and cost accounting
- computers and computerized financial modeling
- bonds and other debt financing techniques

Ability to:

- analyze, interpret and communicate complex financial information
- research, interpret and apply relevant federal, state and local laws and regulations
- work with minimum supervision
- apply the principles and theories of finance and accounting to complex issues
- utilize computer technology to perform assigned duties
- prepare clear and concise written reports
- plan and organize the work and work independently without immediate supervision
- work under pressure and meet deadlines
- maintain the confidentiality of information
- establish and maintain effective work relationships with superiors, peers, associates and the general public

SUPERVISION

Employees in this class receive direction from an administrative superior as assigned. The work is performed with considerable independence and is reviewed through meetings, reports and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout the county and occasionally out-of-state.

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
EEO Category: 2 – Professionals
Pay Grade: 243 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous