

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **FINANCIAL COMPLIANCE OFFICER I**

Spec No. 2083

### **BASIC FUNCTION**

To perform professional financial compliance work and financial support services.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Reviews contractor agencies financial records and controls to assess their capability of discharging financial management responsibilities; prepares report on findings and makes recommendations to department management.
2. Provides technical advice to subcontractor agencies regarding financial systems, audit requirements and related regulatory issues.
3. Provides financial research and analysis services by determining research methods, interpreting and evaluating financial information; develops findings, conclusions and recommendations and prepares reports as necessary.
4. Aids in the development of financial policies and procedures to enhance contract effectiveness and standardize accounting recording and classification.
5. Provides information to Certified Public Accounting firms in preparation of required annual audits of subcontractor agencies.
6. Develops and maintains computerized financial management reports specific to grant programs administered by division.

### **STATEMENT OF OTHER JOB DUTIES**

7. Maintains departmental administrative and program ledgers; monitors and verifies the preparation and classification of accounting entries such as journal vouchers and accounts receivable billings; reconciles department ledgers with the county financial system; researches, finds and corrects errors.
8. Assists in budget development for the department, grant applications and subcontracts; develops revenue and expenditure projections; monitors expenditures and provides budget reports and data to administrators as required.
9. Prepares management reports, including cash flow forecasts and analyses related to grant contracts and general operating funds of the Department.
10. Performs special projects as assigned.
11. Performs related duties as required.

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### **MINIMUM QUALIFICATIONS**

A bachelor's degree in accounting, business, finance or other field directly related to professional accounting/auditing work; PLUS, three (3) years professional level experience in a position involving accounting/financial experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **PREFERRED QUALIFICATIONS**

Previous professional experience at a government agency in preferred.

### **SPECIAL REQUIREMENTS**

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

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles, theories and practices of governmental accounting
- principles, concepts and procedures of financial analysis
- internal and operational control concepts, techniques and relationships
- federal, state and local laws, rules and regulations governing contract administration
- revenue and expenditure forecasting methods and models
- budgetary principles, practices and procedures

Ability to:

- work independently with a minimum of supervision
- plan and conduct a full range of financial, compliance and operation monitoring
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner
- prepare clear and concise written reports
- exercise good judgment and know when to act independently and when to refer situations to a higher authority
- work under pressure and meet deadlines
- maintain the confidentiality of information
- read, interpret and apply relevant federal, state and local laws, rules and regulations
- understand and apply applicable auditing requirements, including OMB 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- establish and maintain effective work relationships with superiors, associates, subordinates, and with the general public

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### SUPERVISION

The employee reports to an Administrative Superior. Work is performed with considerable independence and is reviewed through meetings, periodic status reports and results obtained.

### WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to contractor agencies throughout Snohomish County. 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: March 1994

Previous Spec No. 310227

Revised: March 2018

EEO Category: 2 – Professionals

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous