

SNOHOMISH COUNTY JOB DESCRIPTION

FINANCIAL SYSTEMS ANALYST – BUDGET AND FINANCE

Spec No. 2154

BASIC FUNCTION

To provide financial system support through the design, development and maintenance of new and existing computer applications. Administers the department's management reporting and finance systems and coordinates with county departments, and other outside agencies on systems issues as necessary.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts research, analysis and evaluation of client requests for applications data integration and database projects; completes an analysis of business functions, work procedures, policies and report requirements for use as project guidelines and/or parameters.
2. Designs, develops modifies and implements financial systems and management reporting tools to meet client and data specifications; provides documentation of application design and training for users.
3. Prepares a variety of budgeting and financial reports to be used in the formulation of recommendations affecting fiscal policy; determines appropriate data research and organization methods meeting county fiscal policy, BARS requirements, GAAP, and reporting requirements of the state and county code. Supports the annual production of the County's Consolidated Annual Financial Report (CAFR).
4. Participates in the technological development of the operating and capital budget; designs and implements methods for integrating multi-year complex funding data into the annual budget; designs and implements interfaces between mainframe and Local Area Network (LAN) data.
5. Administers the Management reporting tools and systems, for Finance Department; ensures proper security and controls; monitors status and efficiency of finance systems and takes appropriate action as necessary.
6. Provides training and technical advise regarding the use of Management reporting and Finance systems.
7. Advises and/or assists in testing software development to ensure functional validity, recommending changes to correct deficiencies or to include additional pertinent data not included in original design.
8. Responsible for development and documentation and training of Management reporting and financial systems.
9. Conducts, participates in and coordinates a variety of accounting and budgeting related special studies.

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STATEMENT OF OTHER JOB DUTIES

10. Conducts special studies as assigned.
11. Performs related duties as required.
12. May serve as a backup for Senior Financial Systems Analysts as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Accounting business or related field; PLUS, three (3) years experience in Accounting and Financial Systems, database programming and analysis, OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. CPA/MBA preferred. Experience in budgeting and financial management is preferred. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of budgeting, financial management, and governmental accounting as applied to public jurisdictions;
- advanced data development, analysis and reporting techniques, SQL, relational database programming/development, management reporting systems;
- Generally Accepted Accounting Principles (GAAP);
- general capabilities of microcomputers, minicomputers, mainframe computers and their associated peripheral equipment; network hierarchical and related structures, database philosophy and structures.

Ability to:

- apply the principles and theories of budgeting and financial management to complex issues;
- understand and apply knowledge of user needs to develop systems from existing and new software;
- design and develop database applications;
- utilize computer technology to perform assigned duties;
- analyze and resolve operational problems and help others solve problems;
- train others in the use of computer equipment, systems and processes;
- maintain necessary records and documentation and prepare clear, concise guides and other written materials;
- establish and maintain effective work relationships with superiors, peers, and associates;
- communicate effectively, both orally and in writing, with people of varying degrees of technical background;

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- plan and think logically and be able to prioritize work;
- work under pressure, cope with interruptions, and meet deadlines;
- exercise good judgment as to when to act independently and when to refer situations to higher authority.

SUPERVISION

Assignment of tasks and work product flow is supervised by a unit supervisor. The work is performed with considerable independence and is reviewed through meetings, 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: June 1996 as Financial Data Analyst

Previous Spec No. 310247

Revised and Re-titled: March 2004

EEO Category: 2 – Professionals

Pay Grade: 242 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous