

SNOHOMISH COUNTY JOB DESCRIPTION

FINANCIAL SYSTEMS COORDINATOR - TREASURER

Spec No. 3272

BASIC FUNCTION

Coordinates the tax collection and receipting software, investment software, debt management software, financial software, warrant database, and the automated reconciliation system to validate accounting accuracy and increase efficiency of the Treasurer's Office processes.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as a systems liaison between accounting staff, Department of Information Technology (DoIT), Finance Department, Junior Taxing Districts, vendors and/or data processing consultants on systems operations issues; resolves issues, develops change requests, recommends revisions of policies and procedures.
2. Works with DoIT and vendors to develop system security; reviews system outputs and verifies that data passes accurately within the system and to other systems, including the proper recording of revenues; performs periodic reviews of internal controls and recommends changes.
3. Evaluates systems performance and identifies deficiencies; analyzes the need for new systems or system modifications and performs financial systems management functions including systems administration, programming issues and system fixes.
4. Performs testing for system upgrades when software changes are received from the vendor.
5. Creates and modifies reports/queries and report templates; recommends reports/queries to optimize data quality, improve performance and support business decisions.
6. Coordinates with the Assessor, DoIT and Public Works Surface Water Management districts to load, balance, and allocate charges to the system for all taxing authorities to generate tax statements.
7. Trains department staff and outside districts financial staff on processes and procedures; consults with management on fund accounting and financial impacts.
8. Develops detailed system work flows by position and creates forms, templates, and spreadsheets.
9. Provides required documents or reports and performs necessary processes to initiate new accounting cycles on the tax system; performs key activities to close each accounting month; produces and distributes reports to the appropriate departments, state and taxing districts.

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STATEMENT OF OTHER JOB DUTIES

10. Performs special projects as assigned and performs related duties as required.
11. Assists with annual department budget preparation.
12. Performs payroll processing as required.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

Government accounting experience or Certified Public Accountant (CPA) license is preferred.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles, theories and practices of accounting, and auditing
- the principles of fund accounting
- federal, state and local tax laws
- internal controls and accounting flows
- automated financial systems
- computers and computerized models
- creating advanced queries, reports, forms, charts, etc. in Microsoft Access, Microsoft Excel and SQL

Ability to:

- analyze problems, conduct research, and develop alternatives and solutions
- apply data processing principles, concepts, and procedures to complex issues
- interpret financial data

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KNOWLEDGE AND ABILITIES (Continued)

- utilize computer models and concepts
- work under pressure and meet deadlines
- prepare concise and clearly written reports
- communicate effectively
- maintain ethical and professional standards of the office and county
- establish and maintain effective working relationships with elected officials, management, peers and the general public

SUPERVISION

Employees in this class receive direction from administrative staff as assigned. 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 with six (6) + hours or more per day focusing on a computer screen. May be required to lift up to 50 pounds. May be required to occasionally work offsite.

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: October 1999 as Financial Coordinator
Revised: April 2013, October 2016, February 2019
Revised and Retitled: January 2014
EEO Category: 2 - Professional
Pay Grade: 241 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous