

# SNOHOMISH COUNTY JOB DESCRIPTION

## FISCAL SUPERVISOR

Spec. No. 2207

### BASIC FUNCTION

To plan, coordinate, supervise and manage the operations of the Fiscal Unit of the Administrative Services Division of the Department of Human Services.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, coordinates and manages the operations of the Fiscal Unit which is responsible for all Department controlled funds; develops work plans, monitors actual progress and assesses employee performance against goals and objectives; coordinates unit activities with other county departments and divisions as required.
2. Directs and supervises the work of subordinate staff; establishes staffing and scheduling requirements; recommends various personnel actions, including selection, promotion, reassignment and discipline.
3. Personally trains or provides for the training of subordinate employees; responds to employee questions on accounting policies and procedures; reviews staff decisions in relation to departmental policies and objectives.
4. Reviews and analyzes accounting policies and procedures; develops and recommends new and/or improved policies and procedures; coordinates the implementation of policies and procedures within the unit as necessary.
5. Meets with managers and employees of other Divisions and Departments to discuss financial and accounting related concerns; coordinates the identification and correction of financial system inconsistencies; identifies problems, establishes facts, identifies, recommends and implements solutions.
6. Reviews reports and statements developed by unit employees for adherence to accounting and legal requirements; personally prepares accounting statements and reports as required.
7. Develops long and medium range plans for consideration and approval of the Administrative Services Division Manager.
8. Ensures compliance by vendors or subcontractors with all applicable federal, state, county or other regulations; maintains Fiscal monitoring controls.
9. Prepares the Department's annual operating budget in conjunction with management; administers the approved budget and monitors expenditures.
10. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting; PLUS, five (5) years of professional accounting or financial management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Previous supervisory experience with governmental fund accounting is preferred. Must pass job related tests.

### SPECIAL REQUIREMENTS

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

### KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of governmental accounting and financial management;
- laws, rules and regulations governing governmental accounting and financial management;
- data processing practices and techniques as applied to accounting methods;
- the principles and practices of program planning, organizations and administration;
- the principles and procedures of personnel management;
- the principles and practices of effective supervision.

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees;
- evaluate programs, policies and procedures, analyze operations and take effective action to correct deficiencies and resolve problems;
- develop program plans and evaluate work accomplishments;
- read, interpret and apply laws, rules, regulations and legislation governing department operations;
- analyze, interpret and communicate complex financial information;
- apply the principles and theories of finance and accounting to complex issues;
- establish and maintain effective work relationships with state and county officials, department heads, associates, subordinates, officials of other agencies and with the general public;
- communicate effectively both orally and in writing;
- prepare a variety of correspondence reports and other written materials.

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### SUPERVISION

The employee reports to the Administrative Services Division Manager. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employee supervises professional level accounting and clerical staff.

### WORKING CONDITIONS

The work is performed in the usual office environment. Positions in this class typically require daily focus on a computer screen, daily precise control of fingers and hand movements and occasionally operating a motor vehicle for trips to contractor agencies within the county and some out-of-county travel.

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 1999

Revised: April 2010

EEO Category: 2 - Professionals

Pay Grade: 243 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous