

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ACCOUNTING ANALYST, SENIOR**

Spec No. 2265

### **BASIC FUNCTION**

To serve as a senior accountant, assist the Controller as part of the accounting lead team in the management of one or more special accounting / internal control projects, and perform professional level accounting work including the preparation of accurate, complex financial statements that meet current accounting and reporting standards set by FASB and/or GASB.

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

1. Under Controller's direct supervision, takes a lead role in preparation and coordination of the compilation of annual financial statements, including notes, schedules, GASB 34 reconciliations.
2. Takes the lead vision to Accountants and/or paraprofessional accounting personnel as required; analyzes and resolves technical problems encountered in the work; mentors, advises, assists and trains subordinates as necessary; may be requested to participate in the selection of new employees and make recommendations regarding the hiring, termination and discipline of subordinate employees.
3. Maintains general and subsidiary automated and manual ledgers; reviews and/or approves original source entries; provides financial information for the budget process; prepares/reviews year-end accruals; researches and mediates accounting dispute resolution with customers and staff.
4. Prepares written and oral responses to inquiries by division and other county managers, supervisors, state auditors and council staff, as requested.
5. Participates in the modification, development and installation of manual and automated accounting systems; detects and defines system problems; works with fiscal analysts and department of information services staff to arrive at solutions; recommends new and changed methods and procedures as appropriate; trains users (including user departments) in the use of automated accounting systems as required.
6. Prepares special reports as requested; develops report formats.
7. Analyzes data for user departments as requested; makes studies of day-to-day accounting problems and recommends solutions; assists user departments by answering accounting related questions and solving data input problems.
8. Advises and assists departments in monitoring funds and fiscal health and to aid fund managers, from a financial, accounting and budgetary perspective, to meet their operating objectives; includes making recommendations on rates, cash flow, investments and debt timing.

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### **STATEMENT OF ESSENTIAL JOB DUTIES** (Continued)

9. Develops and establishes County-wide accounting policies and procedures; ensures compliance with internal controls; acts in a consultant capacity to improve internal controls at the department level county-wide; determines audit methods.
10. Maintains an awareness of current accounting standards / requirements. Takes a lead role in identifying changes to prior requirements and timely disseminating relevant information to those impacted by such changes.

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

11. Performs other duties as requested.

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in accounting, business, finance or other field directly related to professional accounting work; AND, four (4) years of professional accounting experience.

### **PREFERRED QUALIFICATIONS**

Previous professional accounting experience for a governmental agency is preferred.

CPA, CMA, CIA, CSA, SPFO is preferred.

### **SPECIAL REQUIREMENTS**

- A State of Washington Driver's License may be required.
- A minimum of 20 credit hours Continuing Professional Education (CPE) in relevant subject matter will be required annually.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- accounting and finance practices and their application in a municipal environment
- Generally Accepted Accounting Principles (GAAP)
- Generally Accepted Auditing Standards (GAAS)
- Washington State Budgeting, Accounting and Reporting System (BARS)
- debt instruments and debt recording
- cost accounting methods and techniques
- rate setting practices and procedures
- principles, theories and practices of governmental accounting
- desk top computer skills in the areas of spreadsheets, word processing, databases, and presentation graphics
- workflow planning, development and monitoring of goals and work plans

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### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- act in a lead capacity
- schedule, organize, monitor and review the work of employees assigned to projects
- read, interpret and apply relevant federal, state, and local laws, rules and regulations
- effectively plan, develop and carry out complex projects
- gather, evaluate and synthesize a variety of data
- prepare clear and concise analytical, descriptive and evaluative reports
- establish working relationships with groups and individuals from a variety of backgrounds, including department heads, elected officials, peers, and the general public
- maintain necessary records and prepare required reports
- work effectively and contribute to a team environment
- motivate subordinates to excel, monitor project performance and timely inform Controller of unresolved problems
- foster an environment that encourages excellence on the parts of peers and others
- apply accounting and finance principles to day-to-day situations and determine the most appropriate course of action given the circumstance
- independently and accurately address complex and ever-changing accounting and technical issues
- promote organizational objectives and serve on a customer service team
- communicate effectively both orally and in writing
- work under pressure, meet deadlines and cope with interruptions
- work with minimum supervision
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other applications as available
- rapidly learn Washington laws governing local government financial practices and procedures
- rapidly learn Governmental Accounting Standards Board of accounting practices and procedures

### SUPERVISION

The employee receives general direction from the Controller. 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 field trips to various locations throughout Snohomish County as necessary.

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 2004

Revised: April 2006

EEO Category: 2 - Professionals

Pay Grade: 243 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous