

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING TECHNICIAN II (CS)

Spec No. 6007

BASIC FUNCTION

The primary duties of this class are in support of the accounting, cashiering, fiscal and budget functions in the area of assignment. Responsibilities include procuring supplies and equipment, preparing and processing grant billings, accounts payable, accounts receivable and assisting in the management of trust funds and investments.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Procures forms, supplies and equipment; determines or coordinates specifications; secures price quotes; completes and coordinates purchase requests; prepares and processes payment vouchers; maintains inventory.
2. Coordinates department contracts, including grant, consultant and specialized contracts; prepare and track Executive Council Action Forms (ECAFs); track contract budgeting and invoicing; and prepare and distribute payments.
3. Monitors and tracks budgets; tracks expenditures and revenues; prepares budget actions; prepares and distributes billings; creates and provides reports.
4. Maintains electronic and manual records, files and databases; creates and interprets financial information and reports generated by accounting systems; provides information and advice to management as needed.
5. Provides fiscal input for development of department's annual budget; assists in budget preparation.
6. Determines, calculates and monitors contract costing for Sheriff's Office ensuring that costs are within limits of contract requirements.
7. Calculates, prepares and distributes accounts receivable billings; receives, reconciles and processes cash receipts; performs payroll functions and maintains payroll records for department.
8. Complies with and apply laws, rules and regulations applicable to the business function; provides interpretations and technical assistance to customers and co-workers; read and interpret documents.
9. Assists in developing new accounting systems and/or cash receipting systems; assists in developing new processes/procedures to encourage operational efficiencies.
10. Assists in the management and investment of trust funds.
11. Provides specialized advice, troubleshooting and support to others as needed.

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STATEMENT OF OTHER JOB DUTIES

12. Oversees and/or coordinates training and work of subordinate employees, makes work assignments, assists in the training and orientation of new employees or newly promoted employees when directed; provides input and/or makes recommendations to management regarding staffing and training needs.
13. Provides a variety of personnel-related support, such as hiring processes, personnel records, and job injury programs.
14. Assists in the development of division or work group goals and objectives.

MINIMUM QUALIFICATIONS

An associate's degree in business administration or accounting or a related field; AND three (3) years in an increasingly responsible position in finance, accounting or budgeting; OR any equivalent combination of training and/or experience that provides the required knowledge and skill. Must pass job related tests.

LICENSING/SPECIAL REQUIREMENTS

Must be United States citizen or lawful permanent resident; minimum 18 years of age, no maximum age. Must pass a Civil Service examination, and pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, pre-employment drug screening and a polygraph examination. A psychological evaluation may also be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- county standard computer systems, software, hardware and peripherals
- specific software applications used in business or accounting functions
- standard office equipment
- business functions, terminology, processes, practices and systems in area of assignment
- basic mathematics
- standard office procedures
- B.A.R.S. account code structure and budget codes
- Generally Accepted Accounting Principles (GAAP)
- laws, rules and regulations that apply to area of assignment
- the principles and practices of banking
- the principles and practices of grants and contract accounting and administration
- cashiering methods and practices
- cash control and security
- internal and quality control methods and standards

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KNOWLEDGE AND ABILITIES (Continued)

- effective methods of team leadership
- specialized knowledge in the area of assignment

Ability to:

- operate County standard computer systems, software, hardware and peripherals
- communicate effectively verbally and in writing to various groups from diverse backgrounds
- understand and clearly explain complicated or technical regulation or business policies and processes
- accuracy with numeric data
- establish and maintain effective work relationships with superiors, peers, representatives from other governmental agencies and the general public
- meet deadlines, prioritize workload, cope with interruptions and work in high pressure environment
- type accurately
- understand and follow complex oral and written instructions
- maintain necessary records and prepare required reports
- know when to make independent decisions and when to refer matters to a higher authority
- apply and interpret rules, laws and regulations applicable to business function
- analyze and interpret accounting information and data
- lead and monitor the work of others when directed

SUPERVISION

Employees receive general supervision from an administrative superior as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

WORKING CONDITIONS

Positions in this class typically require daily standing for prolonged periods; daily focus on computer screen for over two hours at a time; daily dealing with distraught or difficult individuals; constant precise control of fingers and hand movements; periodic lifting of boxes weighing 50 pounds; crouching, bending or kneeling to access files. Depending upon assignment, some positions require daily confinement without freedom to move around; and exposure to diseases from public contact.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Previous class specification approved by Civil Service Commission 03/07/88

Proposed revision 02/99

Revised: June 2018

EEO Category: 6 - Administrative Support

Pay Grade: 610 – Law Enforcement Support

Worker's Comp Code: 5306 Non-Hazardous

Approved by the Snohomish County Civil Service Commission March 3, 1999.

Approved by the Snohomish County Civil Service Commission June 6, 2018.