

SNOHOMISH COUNTY JOB DESCRIPTION

ACCOUNTING TECHNICIAN III - FINANCE

Spec No. 6317

BASIC FUNCTION

To perform technical and specialized financial, accounting and/or fiscal services, including providing lead duties in complex accounting operations and functions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Organizes, oversees and maintains accounting systems, assigns daily work and trains subordinates as necessary, reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures.
2. Performs more complex accounting reconciliation; researches and summarizes specialized or technical information from varied sources, which requires selecting the most appropriate material and the use of spreadsheets and/or customized database applications; verifies and reconciles data discrepancies and makes appropriate corrections.
3. Performs financial, payroll or other financial/numeric work, requiring the application of accepted bookkeeping or basic accounting methods and applications.
4. Takes the lead in coordinating the maintenance of financial subsystem, its modification, testing and implementation. These modules will include, payroll, AR, AP, CC and Fixed Asset.
5. Coordinates the activities of department accounting support staff; provides training, information and regulation interpretation; assist in facilitating Subsystems Support Group Meetings.
6. Maintains necessary accounting related records and prepares required reports.
7. Interprets and assists in developing policies, procedures, codes, and regulations to internal and external customers.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associates degree in accounting, business administration or related field; PLUS, four (4) years of related accounting experience; OR, any equivalent combination of training, certification related to financial or accounting profession and/or experience that provide the required knowledge and abilities. Previous supervisory experience is preferred. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- standard general & subsidiary ledger systems and applications
- Generally Accepted Accounting Principles (GAAP);
- office practices and procedures and commonly used equipment;
- accounting related mathematical calculations.
- County-wide financial operations and practices
- Current bookkeeping and accounting development and trends

Ability to:

- organize, lead and train subordinate employees as required;
- maintain accurate and complete financial records and prepare accounting reports and statements;
- compute, read and analyze data rapidly and accurately;
- read, interpret and apply relevant federal, state and local laws, rules and regulations;
- develop, apply and use reconciliation procedures and make appropriate corrections to accounting transactions;
- review and coordinate tasks related to maintenance of accounting subsystems, including testing, implementation and documentation of subsystems' operating procedures;
- use county standard computer systems and office software and hardware packages;
- maintain necessary records and prepare required reports;
- communicate effectively orally and in writing;
- establish and maintain effective work relationships with superiors, associates, and the general public.
- work effectively and contribute to a team environment;
- work efficiently under pressure and meet deadlines;
- work independently making consequential work decisions in accordance with policies, procedures and guidelines;
- organize multiple tasks and priorities;
- critically analyze and solve work related problems.

SUPERVISION

Employees receive general direction from an administrative superior as assigned. The work is reviewed through periodic meetings and status reports and by evaluation of results obtained. The employee is responsible for the accuracy of the work produced by the employees he/she leads.

WORKING CONDITIONS

The work is performed in the usual office environment.

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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](#)

Class Established: July 1987

Previous Spec No.740794

Revised: January 1996

Revised and Retitled: January 2002 to Accounting Technician III – Finance

EEO Category: 6 – Administrative Support

Pay Grade: 314 - Clerical Pay Plan

Workers Comp: 5306 – Non-Hazardous