

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **CAPITAL FUND SPECIALIST**

Spec No. 2044

### **BASIC FUNCTION**

To provide and maintain departmental accounting and grant financial records and systems, provide departmental administrative support services, and ensure contractor and subcontractor compliance on capital fund projects.

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

1. Develops and maintains computerized and manual capital fund ledgers, accounting systems and budget data; monitors, reviews and reconciles grants and accounting activities; coordinates budget and capital funding accounting activities; conducts a variety of fiscal analyses.
2. Supervises or personally prepares financial data and reports for the development and maintenance of the annual and multiple-year budget; prepares correspondence and supporting documents for budget transfers, supplementals and emergency appropriation requests.
3. Reviews project budgets for potential over-expenditures and provides fiscal advice to project managers; provides and develops budget reports as requested.
4. Plans, organizes, coordinates and supervises the work of administrative services staff; participates in and/or makes hiring, discipline, transfer and termination recommendations; conducts performance reviews; provides advice assistance and training.
5. Administers and/or assists in the administration of Public Works contracts; participates and provides consultant information in pre-construction conferences; enforces contractor compliance with Washington State Public Works Act and prevailing wage laws; prepares Project Change Orders when required; prepares and processes closing documents.
6. Administers and/or assists in the administration of consultant and other contracts associated with capital funding; reviews consultant, interlocal, special services and inter-departmental agreements/contracts for compliance to established requirements.
7. Notifies contractors of non-compliance or wage violations and brings them into compliance with Department of Labor and Industries policies.
8. Oversees and/or processes capital fund expenditure payment vouchers and grants billing processes, computes and approves contract payments according to applicable laws; tracks expenditures, completes and submits HUD/IAC/DOE and other grant reimbursement claims quarterly.

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### **MINIMUM QUALIFICATIONS**

A bachelor's degree in accounting, business administration or finance; PLUS, two (2) years of experience in an increasingly responsible position related to accounting, contract administration or operations management. Previous accounting or contract administration experience for a governmental agency is preferred. Work experience may be substituted for education on the basis of one (1) year of experience equals two (2) years of education. Must pass job related tests.

### **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 governmental accounting;
- state and federal laws, regulations and guidelines pertaining to public works contract administration;
- budgetary principles, practices and procedures;
- internal and operational control concepts, techniques and relationships;
- the use of computer technology;
- supervisory methods and techniques;
- contract administration practices and procedures.

Ability to:

- prepare, analyze and interpret financial records; identify procedural and system problems and develop solutions;
- read, interpret and apply relevant federal, state and local laws, rules and regulations;
- establish and maintain effective work relationships with other county employees, assigned staff and the general public;
- communicate effectively both orally and in writing;
- maintain necessary records and prepare required reports;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- work independently;
- use computer terminals and calculators;
- rapidly learn Washington laws governing local government financial practices and procedures.

### **SUPERVISION**

Employee receives limited supervision from a departmental manager. objectives, priorities and deadlines are established by the Administrative Services supervisor. Employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices.

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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: January 1993  
Revised: February 1998  
EEO Category: 2 – Professional  
Pay Grade: 238 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous