

SNOHOMISH COUNTY JOB DESCRIPTION

CORRECTIONS FINANCE SUPERVISOR

Spec No. 4013

BASIC FUNCTION

To provide support and coordinate a wide range of duties in various functional areas, such as personnel, budget, finance, payroll, and purchasing including the supervision of clerical and administrative support staff.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises and evaluates the work of clerical and administrative support staff; recommends hiring, discipline, transfer, promotion and termination of employees as necessary.
2. Assists in researching, analyzing, interpreting and applying a wide variety of issues, legislation, laws, contracts, policies and procedures.
3. Researches, gathers and compiles information, and prepares recommendations.
4. Administers, explains and monitors as directed, compliance with personnel, finance, budget, payroll, and contracts and other administrative and departmental policies and procedures.
5. Coordinates activities and serves as liaison with internal and external contacts.
6. Plans and conducts special initiatives and projects as directed.
7. Serves as technical resource for support staff, and promotes customer service and public relations.

STATEMENT OF OTHER JOB DUTIES

8. Creates charts, graphs, and statistical documents.
9. Provides back-up and peak-load coverage of work of subordinates and/or co-workers.
10. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in public or business administration or accounting or related field; AND, three (3) years related accounting experience; AND, one (1) year of supervisory or lead experience; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests. Must be a lawful permanent resident or United States citizen.

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SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination. A pre-employment drug screening will be required. May require a valid Washington State Driver's License, unrestricted except as to vision. Candidates must be at least 21 years old at the time of application. No maximum age.

KNOWLEDGE AND ABILITIES

Knowledge of:

- a variety of software applications
- principles and practices of public administration
- correct grammar, spelling, and English usage
- basic rules, regulations, codes, laws and terminology of government
- research techniques
- principles and practices of finance, accounting, and personnel administration
- supervisory techniques

Ability to:

- understand and execute effective oral, written and graphic communication
- establish and maintain effective work relationships with superiors, peers, subordinates and the general public
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- maintain necessary records and prepare required reports
- maintain an overview of complex processes
- perform independent analysis and decision-making
- effectively train, coordinate and evaluate the work of employees
- read, interpret, apply laws, rules, and codes and procedures which govern work unit
- understand and execute complex oral and written instructions
- critically analyze and solve work related problems
- work independently and under pressure, meet deadlines and cope with interruptions
- exercise good judgment
- obtain information from the general public and prisoners in the face of hostility
- handle multiple assignments and projects to meet deadlines
- resolve conflict in hostile situations that may include distraught prisoners and/or members of the general public

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SUPERVISION

Employees receive supervision from an administrative superior as assigned. Objectives, priorities and deadlines are established by the supervisor. Employees plan and carry out successive steps and resolve problems in accordance with instructions, policies, and established procedures.

WORKING CONDITIONS

The work is performed in a maximum security detention facility. The employee may be required to work various shift assignments including weekends, nights and holidays.

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 as Corrections Assistant, Senior
Revised and Re-titled: March 1990 as Corrections Accounting Supervisor, December 1997 as Administrative Operations Coordinator – Corrections, August 2007 as Corrections Finance Supervisor
Revised: June 2018
Pay Grade Revised: January 2019
EEO Category: 2 - Professionals
Pay Grade: 242 - Corrections Supervisor Pay Plan
Workers Comp: 5306 Non-Hazardous