

SNOHOMISH COUNTY JOB DESCRIPTION

FAIRGROUNDS BUSINESS ACCOUNTANT

Spec No. 2077

BASIC FUNCTION

To perform analysis and reporting of revenue, expenditure, payroll and the management information accounts. To maintain centralized financial data base systems for providing information to manager and area supervisors. Processes personnel and payroll documents. Serves as office contact for employee benefits and personnel rule applications.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Responsible for uncontrolled/overhead costs such as utilities, insurance, assessments, rent, and FTE salary and benefits including costs associated with the financial contract compliance and reporting of long term contracts such as food concessions, speedway, advertising/promotions and entertainment; full contract compliance of Public Works grant contracts; provide monthly activity reports as required; maintains budget of extra help employees; provides support documents for budgeted areas of responsibility.
2. Prepares the annual budget, compiles data and narrative to appropriate report form as provided by budget instruction manual and managers direction; project FTE salaries and benefits to base budget; works with manager and facility maintenance supervisor in developing the Capital Facilities Plan.
3. Oversees fair season cashiers and ticket sellers; dispenses tickets; reconciles and verifies cash; performs scheduled deposits; oversees the collection, deposit, posting and transmittal of year round cash receipts and reconciles bank statements and revenue reports.
4. Supervises the general accounts payable activity and the production of the weekly, monthly, quarterly and annual reports by Accounting Technician; analyzes and promptly notifies area supervisor(s) manager of potential budgetary problems.
5. Oversees the preparation of payroll and data entry of support documents; maintains current program information of employee benefits, personnel rules and payroll including FLSA, FMLA, ADA, and other regulated programs.
6. Organizes coordinates and directs the fair season (extra help) employee orientation meetings; consults with supervisors on required specialized training needs.
7. Tracks expenditure and revenue activity of Capital Reserve and Capital Construction Funds and produces monthly report; performs prompt billing, receipting and reporting of sponsorship related activities; prepares weekly report for managers review.
8. Prepares banking services RFQ for manager; coordinates delivery of all required supplies and equipment, implements internal control procedures for carnival contractor.

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STATEMENT OF OTHER JOB DUTIES

9. Attends staff and project meetings as assigned.
10. Retrieves and compiles information for Dept. of Agriculture State Fair Questionnaire by deadline date of each year.
11. Oversees schedules and/or performs all the duties of subordinate staff.
12. Performs ongoing analysis of staffing and operational efficiencies o the fairgrounds accounting section.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in accounting, business, finance or other field directly related to professional accounting work; PLUS, two (2) years of professional accounting experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles, practices, methods and procedures of government fund accounting and financial management;
- budget preparation and management;
- contract compliance;
- the use of computer technology;
- rate setting practices and procedures;
- cost accounting methods and techniques;
- internal and operational control concepts, techniques and relationships.

Ability to:

- prepare, maintain and analyze financial records and reports in a timely manner;
- identify procedural and system problems and develop solutions;
- work independently;
- exercise initiative and judgment and make decisions within scope of assigned authority;
- communicate effectively, both orally and in writing;

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KNOWLEDGE AND ABILITIES (continue)

- operate personal computers and use software packages;
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public.

SUPERVISION

Employees in this classification receive supervision from an administrative superior. The work is carried out independently in accordance with instructions, established policies and accepted practices.

WORKING CONDITIONS

Usual office environment with occasional involvement in the fairground's facilities and events as required. The employee works evening, holidays and/or weekends as required.

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: March 1995 Spec No. 310219

EEO Category: 2 - Professionals

Pay Grade: 238 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous