

SNOHOMISH COUNTY JOB DESCRIPTION

SHERIFF'S OFFICE FINANCE MANAGER

Spec No. 1112

BASIC FUNCTION

Assist in the administrative direction and operations of the Administrative Services Bureau of the Snohomish County Sheriff's Office.

STATEMENT OF ESSENTIAL JOB DUTIES:

1. Has full management oversight for the Finance Division, which is responsible for the operational integrity of the Office.
2. Plans, develops, manages, controls and coordinates Sheriff's Office budget, personnel, technical contracting, purchasing, financial reporting and administrative support programs to ensure the Office operates in compliance with applicable federal and state laws, regulations, and guidelines, and within county policies and procedures.
3. Participates in the development, implementation and compliance of organizational goals, objectives, policies and procedures.
4. Develops, maintains, and monitors the Sheriff's Office budget in conjunction with division managers to ensure appropriate projections of expenses and revenues for personnel, equipment, materials, and facilities to meet objectives and contracted obligations.
5. Assigns, reviews and evaluates the work of subordinate employees; advises, assists, trains, and develops subordinate staff; participates in the selection of new employees and makes recommendations regarding hiring, promotion, discipline, transfer, and termination of employees.
6. Ensures development and maintenance of systems, procedures, tracking mechanisms, reporting and controls on all elements of Office operations to ensure proper documentation of billings, payments, and county funds; directs the processing of payroll and accounting functions for the Office.
7. Participates in the further development of effective communications with criminal justice system partners at all levels of government; administers complex multi-program initiatives and capital projects at the Sheriff's request.
8. Assists on coordinating Sheriff's Office operations with other County Offices, departments and outside agencies as required; confers with and provides information to County elected officials on various issues and problems concerning the Office.

SNOHOMISH COUNTY JOB DESCRIPTION

SHERIFF'S OFFICE FINANCE MANAGER

Spec No. 1112

9. Maintains knowledge of county personnel rules, regulations, and labor agreements.
10. Represents the Office's position at community forums.

STATEMENT OF OTHER JOB DUTIES

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in accounting, finance, or business administration, economics or a closely related field; PLUS, six (6) years of experience in budgetary or financial analysis, including five (5) years of supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. CPA plus MBA/CMA are preferred. Exceptional leadership, oral and written communication skills, strong personal computer skills in the areas of spreadsheets, word processing, database, and graphics. Must be a United States citizen.

SPECIAL REQUIREMENTS

Applicants will be subject to a polygraph, a thorough background investigation including fingerprinting and a complete criminal records check. Candidates must be at least 21 years old at the time of application, no maximum age.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of governmental accounting;
- principles and practices of personnel management and effective supervision;
- principles and practices of budget preparation and administration;
- desk top computer skills in the areas of spreadsheets, word processing, databases, and presentation graphics;
- mini/mainframe query skills;
- principles and practices of program planning, organization and administration;
- principles and practices of human resources administration including employee selection procedures and labor relations.

SNOHOMISH COUNTY JOB DESCRIPTION

SHERIFF'S OFFICE FINANCE MANAGER

Spec No. 1112

Ability to:

- plan, organize and direct the operations of a division;
- plan, coordinate, supervise and evaluate the work of subordinate employees;
- prepare and administer the Office budget;
- establish and maintain effective working relationships with elected officials, management staff, subordinates, employees of other agencies and the general public;
- communicate effectively, both verbally and in writing;
- prepare correspondence, reports and other written materials;
- evaluate programs, policies and procedures; analyze operations and take effective action to correct deficiencies and resolve problems;
- make decisions and to work under pressure;
- read, interpret and apply laws, rules, regulations, and legislation governing Office operations;
- analyze, interpret and communicate complex financial information;
- apply the principles and theories of finance and accounting to complex issues;

SUPERVISION

The employee reports directly to the Bureau Chief of Administration with a high degree of independence and reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

Work is performed in a maximum security Jail and a Work Release and minimum-security facility as well as in the usual office environment. The employee is on call twenty-four (24) hours a day, seven (7) days a week to respond to any emergency that may arise. The employee must also periodically work swing and graveyard shifts to personally observe operations.

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: April 2001

Re-titled: April 2006

Previous Spec No. 231133

Previous title Chief of Administration

SNOHOMISH COUNTY JOB DESCRIPTION

SHERIFF'S OFFICE FINANCE MANAGER

Spec No. 1112

EEO: 1 – Officials and Administrators

Pay grade: 112 – Management Exempt Pay Plan

Workers Comp: 6905 Law Enforcement

Approved by the Snohomish County Civil Service Commission May 6, 2009.