

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **FINANCIAL BUSINESS ANALYST SPECIALIST, SENIOR**

Spec No. 3384

### **BASIC FUNCTION**

To maintain, modify and design various county-wide automated budget system programs, and plan, coordinate, and manage these systems through the County's Budget process.

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

1. Modifies and improves existing budget system software; develops and modifies budget system process to support the County Budget development process.
2. Modifies, designs, and programs budget system reports, and processes; documents all aspects of the budget system.
3. Maintains tools, databases, and models for salary and benefit financial analysis of a variety of economic impacts related to the negotiations of all of the specific Collective Bargaining agreements within the County.
4. Maintains and improves County Budget development database applications; insures the applications are built and maintained as a relational database with sound design practices; analyzes user and database activity during the budget process to prevent application problems and faults; remains current with database and information technology trends and tools; utilizes technology innovations to provide and implement solutions and improvements within budget processes; remains current with budget and financial analysis tools and processes.
5. Assists in coordinating manual and automated financial systems to improve accuracy and provide timely management information.
6. Answers inquiries and disseminates budget system information to users as necessary; trains personnel in the use of the budget system.
7. Conducts, participates in and coordinates a variety of budget related special studies.
8. Develops training programs and trains personnel in the use of computerized budget systems.
9. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in Computer Science is required with IT certification in multiple directly related specialties preferred; PLUS, five (5) years of directly related systems experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Previous financial system experience at a governmental agency is preferred. Must pass job related tests.

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#### KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of budgeting and financial management as applied to public jurisdictions
- the tools, standards, methods, best practices and industry trends applicable to database development and application across a large complex organization
- methods and procedures used in conducting detailed systems analysis
- computers and computer software
- capital and operating budget procedures
- high level user report language

Ability to:

- utilize computer technology to perform assigned duties
- interpret administrative directives and use initiative and sound judgment in applying same to work situation
- analyze and solve problems associated with systems development or programming
- analyze, interpret and communicate complex financial information
- apply the principles and theories of finance and accounting to complex issues
- communicate effectively both orally and in writing
- plan and organize the work and work independently without immediate supervision
- work under pressure and meet deadlines
- maintain the confidentiality of information
- establish and maintain effective work relationships with superiors, peers, associates and the general public

#### SUPERVISION

Employees in this class receive direction from an administrative superior as assigned. The work is performed with considerable independence and is reviewed through meetings, reports and results obtained.

#### WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: August 2012  
Pay Grade: 245 – Classified Pay Plan  
EEO Category: 2 – Professionals  
Workers Comp: 5306 Non-Hazardous