

SNOHOMISH COUNTY JOB DESCRIPTION

FINANCIAL COMPLIANCE OFFICER

Spec No. 2084

BASIC FUNCTION

To perform professional financial compliance work by providing financial information, analysis and services to county, state and federal agencies.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides financial research and analysis services by determining research methods, interpreting and evaluating financial information; develops findings, conclusions and recommendations and prepares reports as necessary.
2. Reviews contractor agencies financial records and controls to assess their capability of discharging financial management responsibilities; prepares report on findings and makes recommendations to department management.
3. Provides technical advice to subcontractor agencies regarding financial systems, audit requirements and related regulatory issues.
4. Prepares management reports, including cash flow forecasts and analyses related to grant contracts and general operating funds of the Department.
5. Reviews departmental and/or program activities for compliance with administrative, legislative and legal requirements, policies and procedures.
6. Assumes full accounting responsibility for specified funds.
7. Aids in the development of financial policies and procedures to enhance contract effectiveness and standardize accounting recording and classification.
8. Prepares work papers for annual audits for funds; responds to any findings or recommendations.
9. Provides information to Certified Public Accounting firms in preparation of required annual audits of subcontractor agencies.
10. Attends related state, county meetings; acts as liaison with representatives from various state agencies and departments.
11. Develops and maintains computerized financial management reports for all grant contracts.
12. May assist grant accountants in determining scope and content of financial projects; provides other department employees with financial procedures and resources.
13. May prepare assigned sections of the county's annual_operating budget for the department in conjunction with management.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

14. May serve as lead and/or provide guidance to Grant Accountants and Accounting Technicians.
15. Performs special projects as assigned.
16. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in accounting, business, finance or other field directly related to professional accounting/auditing work; PLUS, three (3) years professional level experience in a position involving accounting/financial experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Previous professional experience at a government agency is preferred.

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
- the principles, concepts and procedures of financial analysis
- internal and operational control concepts, techniques and relationships
- federal, state and local laws, rules and regulations governing contract administration
- revenue and expenditure forecasting methods and models
- budgetary principles, practices and procedures

Ability to:

- work independently with a minimum of supervision
- plan and conduct a full range of financial, compliance and operation monitoring
- organize facts and present findings, conclusions and recommendations
- in a clear, concise and logical manner
- prepare clear and concise written reports
- exercise good judgment as to when to act independently and when to refer situations to a higher authority
- work under pressure and meet deadlines

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KNOWLEDGE AND ABILITIES (Continued)

- maintain the confidentiality of information
- read, interpret and apply relevant federal, state and local laws, rules and regulations
- understand and apply applicable auditing requirements, including OMB 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- establish and maintain effective work relationships with superiors, associates, subordinates, and with the general public

PHYSICAL REQUIREMENT

Manual dexterity is required for operating computer terminals and other office equipment used in the position. Talking, seeing and hearing are required. There is some walking and sitting associated with this classification.

SUPERVISION

The employee report to an Administrative Superior and the work is performed with considerable independence and is reviewed through meetings, periodic status reports and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment and may include occasional field trips to contractor agencies throughout Snohomish County. Some out-of-county travel may be 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: October 1991
Previous Spec No. 310224
EEO Category: 2 – Professionals
Pay Grade: 241 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous