

SNOHOMISH COUNTY JOB DESCRIPTION

FINANCIAL SPECIALIST

Spec No. 3073

BASIC FUNCTION

To establish and maintain county financial information and perform tasks of a technical nature in support of the county financial and risk management operations.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists in the annual budget process by establishing and updating all budget record line items; verifies for accuracy; assigns new BARS coding for new budgets; enters preliminary revenue estimates and updates as necessary; prepares reports for auditing, drafts narrative data on word processing system.
2. Assists in balancing multiple fixed costs reports; provides backup on salary planning data base; prepares organization charts.
3. Collects and enters required information on the risk management incident, capital improvement plan, and the ECAF document tracking data bases; reconciles results against other sources if necessary; distributes data base reports as required.
4. Preserve and generate fund balance analysis reports.
5. Provides county departments, other governmental agencies and the general public a variety of financial and risk management information.
6. Maintains central library of financial related reports.
7. Act as backup on requests for advance travel funds; prepares checks, makes deposits and reconciles bank statements.

STATEMENT OF OTHER JOB DUTIES

8. Performs special projects as assigned.
9. Provides backup coverage for departmental telephone calls.
10. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of post-secondary schooling; AND, two (2) years experience with budgeting and accounting related duties; AND, one (1) year experience with personal computer based word processing, spreadsheet and data base systems; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must be able to retain confidential information. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- fundamentals of budgeting principles and practices;
- office procedures and practices;
- personal computer based word processing, spreadsheet and data base systems;
- proper English, spelling, grammar, punctuation and word usage;
- fundamental business law.

Ability to:

- understand the relationships among financial records and reports;
- locate and correct mathematical errors;
- type accurately on word processing equipment and data input terminals;
- gather and summarize a variety of numerical and statistical information;
- work as a team member;
- establish and maintain effective work relationships with department heads, elected officials, peers, and the general public;
- maintain necessary records and prepare required reports;
- operate standard office equipment including telephones, typewriters, video terminals, calculators and personal computers;
- communicate effectively both orally and in writing;
- work under pressure, meet deadlines and cope with interruptions;
- to maintain confidentiality of information;
- exercise good judgment as to when to act independently and when to refer situations to higher authority.

SUPERVISION

The employee reports to the Finance Director or an administrative superior as assigned. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. Employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot checked to ensure accuracy.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with travel to off-site locations.

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: January 1994 Spec No. 430454
EEO Category: 5 - Paraprofessionals
Pay Grade: 236 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous