

SNOHOMISH COUNTY JOB DESCRIPTION

FINANCIAL SYSTEMS COORDINATOR

Spec No. 3076

BASIC FUNCTION

Coordinates the County's Financial System, Fleet Management System, and/or Scale Automation Financial System to improve accuracy, provide timely management information, and maintain system security and to assure that the systems are operating properly and that schedules are met.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as a systems liaison between accounting staff, Department of Information Services, and/or data processing consultants on systems operations issues; communicates in verbal or written form to define issues; develops change requests; assists with system administration and system training.
2. Maintains automated financial system, resolves system operating problems, coordinates repairs, programs hardware replacement and software updates, and assists with systems training.
3. Investigates data and system errors and makes corrections or brings to the attention of superiors as necessary.
4. Develops detailed systems work flows; lists standard tasks by due date during standard processing cycles; lists authorities and responsibilities for each task listed.
5. Provides the necessary documents to initiate new accounting months on the system; takes necessary action to assure key activities are carried out and to close each accounting month; provides systems output in a timely manner; distributes edit reports, control reports, and standard reports to the appropriate personnel.
6. Controls systems security; reviews the system outputs and provides assurance the system is passing information on to other parts or to other systems properly including the review of control reports, record counts and dollar counts.
7. Provides assurance that all on-line systems files are updated properly and timely; assures that the user responsible adds, deletes, and modifies files as necessary to the proper function of the system;
8. Prepares division bid specifications and contract documents and vouchers; coordinates contracts for vendor automated financial system with the Department of Information Services, approves invoices for vendor payment and verifies funds availability; tracks division intergovernmental agreements; monitors expirations and initiates renewals.

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STATEMENT OF OTHER JOB DUTIES

9. Performs special projects as assigned.
10. Performs related duties as required.
11. May oversee daily office workflow and administrative staff.
12. May assist with budget development as assigned.
13. May develop and produce ad hoc reports; perform data analyses and create/update spreadsheets.

MINIMUM QUALIFICATIONS

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

SPECIAL REQUIREMENTS

A valid Washington State of Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles, theories and practices of accounting and auditing
- internal control and accounting flows
- automated financial systems and their interrelationships
- computers and computerized models

Ability to:

- work with others to analyze problems, conduct research, develop alternatives and solutions
- apply data processing principles, concepts, and procedures to complex issues
- utilize computer models and concepts
- work under pressure and meet deadlines
- prepare concise and clearly written reports
- communicate effectively with other people

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KNOWLEDGE AND ABILITIES (Continued)

- 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 majority of the work is performed in the usual office environment with occasional field trips to other county sites.

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 1992

Previous Spec No. 430453

Revised: April 2004

EEO Category: 2 – Professionals

Pay Grade: 241 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous