

SNOHOMISH COUNTY JOB DESCRIPTION

FISCAL SPECIALIST

Spec No. 2231

BASIC FUNCTION

To assist in the development and maintenance of Public Works fiscal information systems and to support the analysis of financial data and program performance. Entry level position for a range of professional fiscal analysis and related positions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists financial research and analysis of public works programs and issues by assisting in determining research methods, interpreting and evaluating financial information; and may develop findings, conclusions and recommendations; prepares reports as necessary.
2. Assists in the annual budget process by collecting information and conducting research on specific budget issues or proposals.
3. Assists in maintaining and updating computerized financial data and other data base systems.
4. Assists in developing, and managing systems to track, bill and collect expenses on Public Works projects and services from other agencies and other funds.
5. Assists in fiscal planning for capital facility plans and programs.
6. Collects and maintains financial and program information to support grant management and reimbursable billing services.
7. Prepares, under supervision, monitoring reports on the status of programs and projects, and assists in early identification of implementation issues.
8. Collects and enters required information for capital improvement plans, and ECAF preparation; reconciles information against other sources; distributes fiscal reports as required.
9. Provides information to various public works divisions, county departments, other governmental agencies and the general public.
10. Maintains library of financial related reports.
11. Act as backup for advance Public Works fiscal management staff as needed.

STATEMENT OF OTHER JOB DUTIES

12. May prepare or assist in preparing bills, invoices, and summaries for accounts receivable for public works construction projects.

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STATEMENT OF OTHER JOB DUTIES (continued)

13. Performs special data collection or analysis projects as assigned.
14. Performs routine clerical tasks associated with compiling and maintaining financial and program information.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public administration, accounting, planning, political science or related field, with course work in financial analysis or related field, and one (1) year of experience in analyzing or managing financial information, including training or experience in using micro computers; 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 Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- fundamentals of budgeting principles and practices;
- information sources for fiscal and program data;
- public finance terms and practices;
- office procedures and practices;
- computer based word processing and data base systems, and highly proficient in spreadsheet applications and graphics;
- proper English, spelling, grammar, punctuation and word usage.

Ability to:

- learn how to solve complex analytical problems;
- manage data systems;
- analyze and portray financial data on computer spreadsheets;
- 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;
- maintain necessary records and prepare required reports;
- communicate effectively both orally and in writing;

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KNOWLEDGE AND ABILITIES (continued)

work under pressure, meet deadlines and cope with interruptions;

Ability to:

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- 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 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](#)

Class Established: January 2002

EEO Category: 2 - Professionals

Pay Grade: 236 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous