

SNOHOMISH COUNTY JOB DESCRIPTION

FISCAL SUPERVISOR

Spec. No. 2207

BASIC FUNCTION

To plan, coordinate, supervise and manage the fiscal operations of the assigned unit or department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, coordinates and manages the accounting, financial research, and management operations of the assigned department or unit; develops work plans, monitors actual progress and assesses employee performance against goals and objectives; coordinates accounting activities with other county departments and divisions as required.
2. Directs and supervises the work of subordinate staff; establishes staffing and scheduling requirements; recommends various personnel actions, including selection, promotion, reassignment and discipline.
3. Trains or provides for the training of subordinate employees; responds to employee questions on accounting policies and procedures; reviews staff decisions in relation to departmental policies and objectives.
4. Reviews and analyzes accounting, financial, and office policies and procedures; develops and recommends new and/or improved policies and procedures; coordinates the implementation of policies and procedures within the department or unit as necessary.
5. Meets with department and/or division managers and employees to discuss financial and accounting related concerns; coordinates the identification and correction of financial system inconsistencies; identifies problems, establishes facts, identifies, recommends and implements solutions.
6. Reviews reports and statements developed by department employees for adherence to accounting and legal requirements; personally prepares or directs the preparation of accounting statements and reports as required.
7. Prepares or directs the preparation of the departmental annual operating budget in conjunction with management; administers the approved budget and monitors expenditures; develops long and medium range financial plans for consideration and approval.
8. Ensures compliance by vendors or subcontractors with all applicable federal, state, county or other regulations; maintains Fiscal monitoring controls.
9. In conjunction with staff, may administer state and federal grant programs, including management of the application process, tracking procedures, and periodic reimbursement requests; may serve as the liaison with other agencies as necessary and represent department in audits conducted by state and federal agencies.

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STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.
11. When assigned to Emergency Management, during ECC activations, exercises authority and sound judgment to lead an assigned team to coordinate various facets of disaster response and recovery activities. In this capacity, the incumbent may work extended hours for periods that may last for several days or weeks.

MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting; PLUS, five (5) years of professional accounting or financial management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Previous supervisory experience with technical accounting functions such as payroll, accounts payable, accounts receivable and cash receipting; governmental fund accounting and cost accounting preferred

SPECIAL REQUIREMENTS

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

Candidates for employment must successfully pass a criminal background investigation.

When assigned to Emergency Management, must complete FEMA's Professional Development Series within one year of hire.

KNOWLEDGE AND ABILITIES

Knowledge of:

- practices, methods, and procedures of public budgeting, fiscal management and administration;
- governmental Generally Accepted Accounting Principles (GAAP) and the laws, rules, and regulations governing governmental accounting and financial management;
- the principles, concepts, and procedures of governmental accounting, financial management and analysis, and internal control policies and procedures
- the principles and procedures of personnel management and effective supervision

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees;

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- evaluate the application of accounting and financial management programs, policies and procedures; monitor and evaluate operations and take effective action to correct deficiencies and resolve problems;
- develop program plans and evaluate work accomplishments;
- read, interpret and apply laws, rules, regulations and legislation governing department operations;
- analyze, interpret and communicate complex financial information;
- apply the principles and theories of finance and accounting to complex issues;
- understand and apply applicable auditing requirements;
- establish and maintain effective work relationships with state and county officials, department heads, associates, subordinates, officials of other agencies and with the general public;
- communicate effectively both verbally and in writing;
- prepare a variety of correspondence reports and other written materials.

SUPERVISION

The employee reports to a division manager or department director as assigned. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employee supervises professional level accounting, administrative, and clerical staff.

WORKING CONDITIONS

The work is performed in the usual office environment with occasional travel to off-site locations as needed. Occasional night meetings and work on weekends and holidays may be required, depending on assigned department. When assigned to Emergency Management, employees are required to serve when activated in the Emergency Coordination Center or at other 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: July 1999
Revised: April 2010, August 2020
EEO Category: 2 - Professionals
Pay Grade: 243 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous
FLSA Status: Exempt