

SNOHOMISH COUNTY JOB DESCRIPTION

FISCAL SYSTEMS ANALYST, SENIOR - FINANCE

Spec No. 3074

BASIC FUNCTION

To design, maintain, and modify various county-wide and finance department specific automated financial system programs, and plan, coordinate and manage these systems through all phases of preparation of the county's general ledger, annual financial report, budget, payroll and attendance tracking processes.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Administers and troubleshoots the county's integrated financial and payroll/attendance systems; designs security profiles; verifies system integrity; processes, develops and recommends account code structures for all County departments.
2. Tests financial and payroll/attendance systems' program updates, troubleshoots new releases prior to full implementation including providing suggested solutions to developers. Creates training materials and trains users on relevant new/changed program usage requirements.
3. Designs computer systems to analyze data from other agencies.
4. Modifies, designs and programs financial, payroll and attendance information reports according to client specifications using and/or integrating a variety of software.
5. Modifies, designs, coordinates and reviews various system processes, which may include maintenance of the general ledger month and year-end closings, budget development and maintenance, payroll/attendance development and maintenance. Documents all aspects of the various systems processes.
6. Provides support to department staff in developing automated solutions to routine financial and payroll/attendance tasks. May act as project lead in helping customer departments develop automated solutions to related workflow issues.
7. Provides technical assistance and training to countywide end-users in using financial/budget/payroll/attendance software including BARS state reporting requirements, general ledger report writing, etc.
8. Provides team leadership and participates as team member for financial and payroll/attendance system development and/or modification.
9. Analyzes new union, state and federal required accounting, budget, payroll/attendance requirements; develops and implements changes to the systems which will meet new legal requirements.

SNOHOMISH COUNTY JOB DESCRIPTION
FISCAL SYSTEMS ANALYST, SENIOR - FINANCE

Spec No. 3074

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

1. May represent and/or directly provide information and analysis to management in support of bargaining union contract negotiations related to compensation and benefit agreements. Assists management negotiators determine abilities and limitations of automated systems in relation to proposed payroll and attendance benefit changes. May make recommendations on best solutions from a systems perspective.
2. Develop and maintain a variety of relational database applications. Ensure the applications are built and maintained with sound design practices. Analyze user and database activity to detect and resolve application problems and faults.
3. May participate in internal confidential investigations of personnel as requested by the County's Controller.
4. Conducts, participates in and coordinates a variety of accounting, payroll/attendance and budgeting related special studies.

STATEMENT OF OTHER JOB DUTIES

5. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

Previous financial system experience at a governmental agency is preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles, theories and practices of governmental accounting
- methods and procedures used in conducting detailed systems analysis
- programming and executive user report languages
- computers and computer software
- data processing procedures as applied to accounting methods
- County's financial system hardware, software and peripheral equipment

SNOHOMISH COUNTY JOB DESCRIPTION
FISCAL SYSTEMS ANALYST, SENIOR - FINANCE

Spec No. 3074

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- utilize computer technology to perform assigned duties
- analyze and solve problems associated with systems development or programming
- analyze, interpret and communicate complex financial information
- apply the principles and theories of finance and accounting to complex issues
- communicate effectively both orally and in writing
- plan and organize the work and work independently without immediate supervision
- work under pressure and meet deadlines
- maintain the confidentiality of information
- 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 work is performed in the usual office environment.

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 1981

Spec No. 430453

Revised: July 1987, November 1999

Revised and Retitled: June 2008 Financial Systems Analyst, Senior – Finance

Revised and Retitled: August 2012 Fiscal Systems Analyst, Senior – Finance

EEO Category: 2 - Professionals

Pay Grade: 245 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous