

SNOHOMISH COUNTY JOB DESCRIPTION

TECHNICAL SYSTEMS SPECIALIST

Spec No. 3411

BASIC FUNCTION

Provides payroll and/or financial systems support through design, development and maintenance of new and existing computer applications. Coordinates and provides technical guidance to the accounting technical, accounting specialist and project specialist staff in providing financial, payroll, accounting and/or other fiscal services to the County and junior taxing districts.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides technical guidance to the accounting technical section, including accounting specialists and project specialists.
2. Designs, develops, modifies and implements financial/payroll systems reporting tools to meet customer and data specifications; provides documentation of application design and training for users.
3. Provides guidance and oversight for a wide variety of technical and specialized accounting and/or payroll tasks and projects such as: general and subsidiary ledger reconciliation; review and/or approval of original source entries; organization and monitoring of data sources for financial or fiscal records; provision of financial information for the budget process; research, negotiation and mitigation of accounting dispute resolutions with customers and staff.
4. Plans and participates in the implementation, maintenance and upgrade of financial and/or payroll systems and subsystems, including design of application modifications, testing and implementation. Creates relevant training materials and provides training to end users.
5. Develops and recommends new and revised policies and procedures and rules; implements, communicates and interprets policies and procedures as necessary; trains county employees in interpreting and using policies and procedures.
6. Provides input regarding coordination of the activities of section staff; provides training, information and regulation interpretation; may conduct and facilitate Accounting Support Group Meetings.
7. Researches federal, state and local laws as they apply to payroll, retirement and account payable administration.
8. Conducts research, analysis and evaluation of requests for application data integration for external database projects; completes analysis of business functions, work procedures, policies and report requirements for use as project guidelines and/or parameters.

SNOHOMISH COUNTY JOB DESCRIPTION (continued)

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STATEMENT OF OTHER DUTIES

9. Performs duties of Accounting Technicians, Accounting Specialists and Project Specialists as assigned.
10. Maintains confidentiality of all personnel, payroll, union negotiation, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature.
11. Performs related duties as assigned including acting for and in behalf of the Accounting Technical Supervisor and/or Systems Analyst, Sr. positions as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business administration, public administration, computer science or other directly related field; AND four (4) years of experience in a financial and specialized accounting field; OR, any 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.

KNOWLEDGE AND ABILITIES

Knowledge of:

- personnel management standards and practices
- accounting and finance practices and their application in a municipal environment
- Generally Accepted Accounting Principles (GAAP)
- data development, analysis and reporting techniques
- relational database tools
- desk top computer skills in the areas of spreadsheets, word processing, databases, and presentation graphics
- work flow planning, development and monitoring of goals and work plans

Ability to:

- effectively plan, develop and carry out complex projects
- gather, evaluate and synthesize a variety of data
- create clear, concise training materials and analytical, descriptive and evaluative reports
- understand and apply knowledge of user needs to develop systems from existing and new software
- design and develop database applications

SNOHOMISH COUNTY JOB DESCRIPTION (continued)

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KNOWLEDGE AND ABILITIES (Continued)

- analyze and resolve operational problems
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with elected officials, management, consultants, and employees
- rapidly learn Washington laws governing local government financial practices and procedures
- work effectively and contribute to a team environment
- work under pressure, meet deadlines and cope with interruptions
- research and apply state and federal statutes and laws
- provide feedback of work performance
- foster an environment that encourages excellence on the parts of peers, subordinates, and others
- apply accounting and finance principles to day-to-day situations and determine the most appropriate course of action given the circumstance
- promote organizational objectives and serve on a customer service team
- work with minimal supervision
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other applications as available

SUPERVISION

Employees in this class receive general direction from an Accounting Technical Supervisor, Systems Analyst Sr. or the Controller. Work is performed with considerable independence and is reviewed through reports, meetings, and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to work sites throughout Snohomish County.

The employee may be required to work evenings, weekends and holidays as necessary.

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: June 2017
EEO Category: 2 - Professionals
Pay Grade: 240 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous