



SNOHOMISH COUNTY
invites applications for the position of:

Grant Accountant - Superior Court

SALARY: \$29.23 - \$35.50 Hourly
\$5,067.06 - \$6,153.55 Monthly
\$60,804.72 - \$73,842.60 Annually

OPENING DATE: 02/09/22

CLOSING DATE: 02/17/22 11:59 PM

DESCRIPTION:

**Are you an organized, detail-oriented, team player with excellent communication skills?
This could be the job for you!**

Superior Court is interested in creating a diverse pool of candidates for our Grant Accountant position. We are interested in receiving applications from candidates who are able to meet the qualifications through a combination of experience and training.

Strong candidates will have a Bachelor's degree in accounting, business, finance or other field directly related to professional accounting work; PLUS two (2) years of professional accounting experience; OR, any combination of training and or experience that provides the required knowledge and abilities. Washington state certification as a Certified Public Accountant may be substituted for the required education.

We offer a 40-hour routine schedule, Monday through Friday, with the stability of government employment.

We are proud to offer an outstanding [benefit](#) package to employees and their dependents. You'll get PERS retirement contributions, excellent medical, dental and vision insurance, with long-term disability, life insurance, and more.

We provide:

- 10 paid holidays
- Paid sick leave and vacation
- 2 bonus floating holidays

Selection process:

Applicants must electronically submit an application through Snohomish County's NEOGOV site. **Resume and cover letter are not required.**

When your application is complete, verify the information and make sure there is nothing missing. Click on APPLY & SUBMIT and then click on CHECK APPLICATION STATUS. If you have problems with your application please contact NEOGOV Applicant Support at 855-524-5627.

Anticipated hiring timeline:

1. Application received on or before February 17, 2022
2. Initial screening for minimum qualifications and essay questions reviewed by subject matter experts
3. Zoom interviews with the most qualified applicants February 22, 2022.
4. Must pass a criminal background check, and professional reference check

5. Anticipated start date on or around March 14, 2022

Covid-19 Vaccination Requirement

Employees hired into this position are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

BASIC FUNCTION

To provide budgetary and financial support services for the Human Services Department, Superior Court or Grants Administration.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintains departmental administrative and program ledgers; monitors and verifies the preparation and classification of accounting entries such as journal vouchers and accounts receivable billings; reconciles department ledgers with the county financial system; researches, finds and corrects errors.
2. Assists in budget development for the department, grant applications and subcontractors; develops revenue and expenditure projections; monitors expenditures and provides budget reports and data as required.
3. Analyzes and reports on revenue, expenditure and cash trends for a variety of grants; recommends budget changes as necessary.
4. Reviews sub-recipient financial records and controls to insure compliance with federal, state and contract rules and regulations and prepares reports and recommendations regarding financial activities.
5. Reviews and analyzes requests for proposals and state and subcontractor contracts to ensure compliance with state, federal and local requirements; reviews budget calculations and wording.
6. Prepares financial statements and reports; compiles financial data; develops report formats as necessary.

STATEMENT OF OTHER JOB DUTIES

1. May assist in the analysis and evaluation of various software programs; may design spreadsheet and data base programs within parameters established by financial systems group.
2. Performs related duties as required.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in accounting, business, finance or other field directly related to professional accounting work; Plus, two (2) years of professional accounting experience; OR, any combination of training and or experience that provides the required knowledge and abilities. Washington state certification as a Certified Public Accountant may be substituted for the required education.

PREFERRED QUALIFICATIONS

Previous professional accounting experience for a governmental agency is preferred.

SPECIAL REQUIREMENTS

A Washington State Driver's License may be required.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles, theories and practices of governmental accounting
- current accounting developments and trends
- budgetary principles, practices and procedures
- internal and operational control concepts, techniques and relationships
- Windows based applications including word processing, spreadsheet and database software
- the use of computer technology, rules, regulations, reference materials, technical reports and legal documents

Ability to:

- analyze financial records
- identify procedural and system problems and develop solutions
- read, interpret and apply relevant federal, state and local laws, rules and regulations
- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, and the general public
- communicate effectively both orally and in writing
- maintain necessary records and prepare required reports
- work with minimum supervision within prescribed guidelines
- use county standard computer systems and office software and hardware packages
- learn Generally Accepted Accounting Principles (GAAP) pertaining to financial practices and procedures

SUPERVISION

The employee receives limited supervision from an administrative manager as assigned. Guidance in the creation of financial systems is provided by the Financial Systems Group. Objectives, priorities and deadlines are established by the manager. Employees plan and carry out successive steps and resolve problems in accordance with instructions, policies and accepted practices.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to various locations throughout Snohomish County 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](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553>

3000 Rockefeller Ave M/S 503
Everett, WA 98201
(425) 388-3411

Human.Resources@snoco.org

Position #2022-SSC-2004
GRANT ACCOUNTANT - SUPERIOR COURT
JH

Grant Accountant - Superior Court Supplemental Questionnaire

- * 1. Superior Court uses your answers to the following essay question to decide if you are invited to interview. We're looking for your thoughts, not the thoughts of others. Cutting/copying/pasting from internet sources without citation is not allowed and may prevent you from getting an interview. Your identifying information will be withheld from those who score your answers to minimize any potential bias in scoring these questions. **I have read the above and understand that my answer will determine if I get an invitation to interview.**
- ☐ Yes ☐ No
- * 2. Superior Court is interested in creating a diverse pool of candidates for our Grant Accountant position. We are interested in receiving applications from candidates who are able to meet the qualifications through a combination of experience and training. Strong candidates will have a Bachelor's degree in accounting, business, finance or other field directly related to professional accounting work; PLUS two (2) years of professional accounting experience; OR, any combination of training and or experience that provides the required knowledge and abilities. Washington state certification as a Certified Public Accountant may be substituted for the required education. **Please explain how your skills and experience make you a great candidate for this job.** Be sure to include your experience with journal vouchers, producing financial statements and year-end reports.

Your answer should be 300-500 words in length.

* Required Question