**Class Summary**

The responsibilities of this classification include serving as key advisor to executive-level management and county agencies, setting policy and best practice for internal controls and financial reporting. Provide leadership to the Financial Management Section responsible for the county's centralized accounting operations, financial reporting requirements, and preparing the Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR). The incumbent will serve as the executive-level liaison with external auditors and Executive Finance Committee.

**Distinguishing Characteristics**

This is a single level classification. The Chief Accountant reports directly to the Director of the Finance and Business Operations Division and serves as a member of the Division's management team.This classification is distinguished from the Financial Accounting Administrator and Accounting Supervisors in that incumbents at those levels have full responsibility for the daily activites of assigned staff in Central Finance.

**Examples of Duties**

1. Provide leadership for the functions performed in the Financial Management section. Supervise staff; provide training and coaching; and develop unit work plans. Evaluate staff performance and provide corrective action.
2. Ensure the County’s accounting practices, internal controls, and financial reporting requirements are met.
3. Oversee the preparationofthe Comprehensive Annual Financial Report (CAFR) and the Popular Annual Financial Report (PAFR).
4. Ensure compliance with Washington State's Budgeting, Accounting and Reporting System (BARS), update countywide accounting policies, and coordinate with the Executive's Office of Performance Strategy and Budget on various accounting and financial fund policies.
5. Manage and oversee independent and governmental audits. Act as chief spokesperson with auditors and oversee all responses to auditors.
6. Serve as the central business owner of the County's Oracle EBS financial system. Coordinate with the Business Resource Center (BRC) for the daily management of the system; manage the opening and closing periods for Oracle EBS modules; and monitor and process system interface/imports, general ledger postings, and journal entries.
7. Develop recommendations for financial, operational, and policy decisions related to the financial administration of federal and state grant and assistance programs; coordinate preparation of the Schedule of Expenditure of Federal Awards (SEFA) and the Schedule of Expenditures of State Financial Assistance (SSFA).
8. Oversee the development, planning, and completion of process improvement projects.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of accounting structure, policies and operating programs used by the County

Knowledge of regulations and standards governing accounting: Generally Accepted Accounting Principles (GAAP); Generally Accepted Auditing Standards (GAAS), Financial Accounting Standards Board (FASB) and Government Accounting Standards Board (GASB)

Knowledge and skill in interpreting various financial and accounting principles, practices, and methods

Skill in performing complex governmental fund accounting for major audited governmental fund financial statements, notes, and other disclosures, which are subject to independent audits

Skill in evaluating and recommending internal controls

Skill in maintaining confidentiality, releasing information, and forecasting consequences

Ability to problem solve, perform analysis, and make timely and quality decisions

Ability to communicate effectively and respectfully both orally and in writing

Ability to adjust to changing priorities and handle multiple tasks simultaneously with extreme attention to detail

Ability to work independently and as a team member or lead

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 10/2019 – Created |