

OPEN ENTRY LEVEL
SHERIFF'S OFFICE BUSINESS OPERATIONS-SENIOR ACCOUNTANT/BUDGET COORDINATOR
SPOKANE COUNTY CIVIL SERVICE COMMISSION

CLOSING DATE: Friday, January 20, 2012 @ 4:30 pm

SALARY: \$4156.48 – \$5608.56/mo & benefits
(Step 1 – Step 7)

Written Exam: February 3, 2012, 9:00 a.m.

Oral Boards: February 17, 2012
Time To Be Determined

APPLICATION PACKETS

Submit the following documents to Civil Service when filing:

- Civil Service Application packet
- Sealed official high school/GED and college transcripts **OR** provide proof that they have been ordered at the time of application
- DD-214, if applicable (Member 4-copy)
- Current driver's license (copy)
- Birth certificate (copy, state/county issued)
- Social security card (copy)
- **Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted).**

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE: Must be a United States citizen who can read and write the English language. Bachelor's Degree from an accredited college or university in public or business administration or a major in financial management or accounting and four (4) years of professional experience in the management of an entity's budget and/or the auditing of complex financial statements. Prefer experience with governmental agencies with budgets in excess of \$50 million. Certified Public Accountant is desirable.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

Responsible for development, amendment and management of the budget for all Divisions within the Sheriff's Office.

Assist Sheriff and the Sheriff's Office Business Operations Director in identifying and prioritizing goals and objectives for the annual operating budget.

Develop and maintain a five-year plan for meeting the capital needs of the Sheriffs Office.

Establish expenditure control processes to ensure expenditures do not exceed appropriations, and provide timely advice to avoid over expenditure.

Identify cost saving and efficiency opportunities for implementation by Divisions.

Provide budget information for all Sheriff's Office grant applications.

Develop a data bank of program performance statistics to support budget requests and measurement of program objectives.

Review all personnel actions within the Sheriff's Office for funding availability and any necessary budget adjustments.

Research, interpret, apply, and explain applicable county, state and federal laws, regulations, procedures and policies, and insure the Sheriff's Office is following same.

Oversee the administration of inter-local service contracts as they relate to the budget working with departments, local cities, the State of Washington, or other public/private agencies.

Review contracts for compliance with budget and administrative policy.

Perform other related duties as required.

SEE NEXT PAGE

BEHAVIORAL STANDARDS:

Respectful and courteous to customers, workers, and County leadership. A team player that helps the organization meet its objectives. Take initiative to meet work objectives. Effectively communicate with customers and other County employees. Friendly and respectful to customers and other County employees. Get along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrate honest and ethical behaviors.

SELECTION FACTORS:

Considerable knowledge of:

- budget management and financial analysis theory and practices

Knowledge and application of:

- the principles of accounting, financial management, and computerized accounting systems in local government
- Washington State Budgeting, Accounting, Reporting System (BARS)
- Sheriff's Office programs, grants, and accounting structure

Ability to:

- prepare and maintain financial records and reports in a clear and concise manner
- analyze and interpret financial data
- clearly and effectively explain budget procedures and policies
- interpret and apply County accounting procedures and Washington State Budgeting, Accounting, Reporting System (BARS)
- establish and maintain effective working relationships in a highly charged environment with department heads, elected officials and employees
- develop and recommend guidelines and procedures in the budget development, planning and control processes

Skilled in:

- principles of accounting, financial management, and computerized accounting systems in local government
- preparation and maintenance of financial records and reports
- Microsoft Suite and proficient in PowerPoint and Excel

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 1st day of December 2011.

Yvonne Lopez-Morton, Chair

Nancy J. Paladino, Chief Examiner