Position Title: Chief Deputy Auditor/Budget Analyst
Date: December 2013

Reports to: Auditor
Department: Auditor
FLSA Status: Exempt

Positions Supervised: 4 Financial Clerks; 3 Administrative Specialists

BASIC FUNCTION: Functions independently under the general direction of the County Auditor. Supervises accounting, payroll, and customer service functions within the Auditor’s office, with major emphasis on accounting functions, in compliance with RCWs and government accounting principles. Plays a lead role in the preparation of the County budget, manages budget amendments, and performs budget analysis for the Auditor and other Department Heads/Elected Officials. Serves as administrator for the County’s financial management system, and manages records retention for the Auditor’s Office. May represent the Auditor’s office at public and interdepartmental meetings.

MINIMUM QUALIFICATIONS: Bachelors degree with emphasis in business, finance or accounting, plus five years’ experience in administrative/accounting work including three years increasing supervisory responsibility; or any combination of education and experience which provides the knowledge, skills and abilities to perform the essential job functions. Requires a working knowledge of Microsoft Word and Excel software and personal computer file systems and networks, and familiarity with financial management systems. Government financial strongly preferred. Must have the ability to organize workloads and meet mandatory deadlines; must be able to communicate with County Council, County Manager, Elected Officials, Department Heads, special purpose district officials, staff/employees and members of the public.

PRINCIPAL DUTIES - Asterisk designates essential function:

1. *Accounting Supervision. Administers and supervises accounting functions, including accounts payable, payroll, fixed assets accounting, purchasing, financial reporting, grants accounting, and services performed for special purpose districts, in the Auditor’s office, and indirectly other County departments, to ensure timely and accurate payroll and expenditure processing for all County employees and departments. Assists Auditor with recruitment and hiring of accounting staff. Evaluates and manages staff job performance and distributes workloads according to priority.

2. *Customer Service Supervision. Supervises customer service activities (recording and licensing), i.e. establishing office procedures, organizing workloads, etc. Establishes procedures for proper accounting of revenue from recording and licensing, and ensures that they are followed. Backs up customer service staff in their absence. Assists Auditor with recruitment and hiring of customer service staff. Evaluates and manages staff job performance and distributes workloads according to priority.

3. *County Budget.
   a. Budget Preparation. Under the direction of the County Auditor, compiles annual County budget and annual capital budget. Process involves implementing Council directives, compiling department requests, and preparing drafts for Council and public to be used in public hearings during the budget adoption process.
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b. Budget Amendments. Coordinates with Auditor, other Elected Officials and Department Heads to prepare and submit budget amendments for Council approval. Monitors adopted County budgets against actual expenditures and recommends need for budget changes. Compiles information and drafts ordinances needed for public hearings and adoption of budget amendments.

c. Budget Analysis. Researches and compiles statistical and budgetary information for departments and districts as requested. Such information may be used for budget amendments, grant reimbursements, cost allocation, requests from public, etc. Assists the Auditor in special report preparation.

4. *Payroll. Reviews quarterly and annual state and Federal payroll and miscellaneous tax forms. Ensures timely deposit of 941 taxes. Backs up Payroll Deputy in his or her absence. Requires a working knowledge of payroll policies, systems and schedules.

5. *Financial Management System. Serves as Administrator for the County’s financial management system, including setting up users and setting security levels. Provides input to revise, implement and update the system. Assesses applicability to County operations and user objectives, consistent with generally accepted accounting principles and State of Washington accounting requirements.

6. *Records Management. Manages records retention for Auditor’s office. Knows and understands state guidelines, makes sure records are properly labeled and stored, and purges documents according to schedule.

7. Represents Auditor’s office at public meetings and before the County Council and makes presentations in his or her absence.

8. Acting within the scope of his or her responsibilities, works as a public employee and municipal officer with courtesy and professionalism, adhering to the highest standard of ethics in accordance with RCW 42.52.

9. Other duties as assigned by the Auditor.

KNOWLEDGE AND SKILLS

Knowledge of:
- Accounting concepts, including generally accepted accounting principles
- Government accounting practice, include GASB standards
- Financial management software (but not necessarily the system in use in San Juan County)
- Personnel management concepts

Ability to:
- Demonstrate a high level of competency in general math and algebra
- Use standard office software packages, including Microsoft Word and Excel
- Easily learn proprietary financial, recording, and licensing software programs
- Understand and develop statistical models for budget and economic forecasting
- Research and analyze economic data
- Complete work assignments efficiently, accurately and within established time frames, working independently and cooperatively
- Listen to and communicate effectively with County management and staff with varying professional backgrounds, being able to communicate complex information in layman’s terms; both verbal and written communication skills required
- Establish and maintain effective working relationships with management, other county agencies and departments, and the general public
- Effectively manage subordinates to maintain department morale and high productivity

PHYSICAL AND MENTAL REQUIREMENTS: Extended periods of sitting while using a computer. Requires continuous hand and finger movement, including use of keyboard and 10-key. Requires ability
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to calculate basic and complex math problems. Frequent walking to/from various departments and other County buildings. Must be able to lift up to 20 pounds. Must be able to meet and deal with the public, County employees, and other governmental and private entities in a professional and courteous manner. Must be able to receive and understand written and oral communication and give written and oral instruction. Requires visual acuity at 20 inches or less.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th># of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>up to 8</td>
<td>Daily x</td>
</tr>
<tr>
<td>Calculator</td>
<td>1</td>
<td>Weekly x</td>
</tr>
<tr>
<td>Copy machine/Printers</td>
<td>1.5</td>
<td>Monthly x</td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>up to 1</td>
<td></td>
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</tbody>
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WORKING CONDITIONS: Work is performed in an office environment. Works under the stress of fixed County, State and Federal deadlines while meeting department/public demand for services and/or information. Occasional local and out-of-County travel for training or meetings.