



King County

Invites Applications for the Position of:

Business and Finance Officer III

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 07/11/17 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 07/25/17 11:59 PM (GMT -8:00)

SALARY: \$78,520.00 - \$99,528.00 Annually

LOCATION: Chinook Building - 401 5th Ave, Seattle

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Community & Human Services

JOB NUMBER: 2017SC7159

SUMMARY:

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant and connected to community.

The Business and Finance Officer (BFO) III is the financial lead for three funds totaling over \$25M per year.

WHO MAY APPLY: The Department of Community and Human Services values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

REQUIRED MATERIALS: Candidates who wish to be considered for this position must submit an online King County application and respond to the supplemental questions.

WORK SCHEDULE: This position is exempt and not eligible for overtime. Typical hours are Monday - Friday 8am-5pm.

RECRUITER: Susan.Churchill@kingcounty.gov

JOB DUTIES:

- Serve as the financial lead for the Community Services Operating Fund and Veterans and Family Levy Fund and the Human Services Levy Fund by answering questions, supervising finance staff, accessing workload, setting priorities, providing staff training and mentoring.
- Assist with department-wide financial management as needed.
- Supervision of staff including accounts payable function.
- Lead, prepare, revise, and review budgets, evaluate proposed expenditures and revenues, and perform detailed financial analysis and make recommendations.
- Assist in the development and implementation of financial and other technical criteria for expenditure contracts.
- Review contractor invoices for appropriateness and proper coding.
- Review expenditures for compliance with grant, contracts, memorandum of agreement, and internal policy and make adjusting entries as needed.
- Oversee monthly financial reporting to program staff.
- Monitor contracted agencies' financial performance including financial records, audit reports, and statements, and communicate monitoring reports to internal and external audiences.
- Coordinate, interpret and implement federal, state, county and local laws, policies and procedures.
- Oversee accounting and financial reporting systems in area of responsibility including review of transactions entered into King County's electronic accounting system.
- Evaluate fiscal processes for efficiency and work with fiscal and program staff to implement changes as needed for continuous improvement.
- Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

1. Advanced knowledge of budgeting, finance, managerial and financial accounting.
2. Ten years of progressive accounting experience.
3. Advanced knowledge of analytical and management systems.
4. Advanced knowledge of financial information systems.
5. Knowledge and experience with Generally Accepted Accounting Principles (GAAP).
6. Knowledge of federal, state and local audit requirements for grant administration.
7. Knowledge of contract administration.
8. Knowledge of human service programs, funding sources, policies and requirements.
9. Excellent communication skills, both verbal and written.
10. Experience processing and reconciling complex financial transactions
11. Intermediate/advanced Microsoft Excel skills
12. DESIRED QUALIFICATIONS:
 1. Knowledge of county programs, funding sources, policies and requirements
 2. Three years supervisory experience
 3. Bachelor's degree in accounting, finance, business administration and/or equivalent education and experience
 4. Experience with Oracle/EBS, Hyperion and Oracle reporting