



Senior Financial Analyst

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	3/12/2026 1:27:07 PM
Working Title:	Senior Financial Analyst
Job Family:	Financial
Classification:	County Accountant

ORGANIZATION

Department:	Auditor
Cost Center/Program:	9165 - Auditor - Financial Services
Exemption Status:	Exempt
Union:	AFSCME 1308 - Courthouse

JOB SUMMARY

The responsibilities of this classification include performing advanced professional level accounting work in the Auditor's Office and Treasurer's Office, providing centralized service support for Countywide funds and accounts, special purpose districts, or of multiple grants, state, or federally funded accounts by conducting ongoing review of policies and procedures with state and federal regulations, and county code. The incumbent prepares, maintains and reconciles accounts, records, statements and reports used in complex accounting and auditing processes. Incumbents are responsible for complex financial analysis and are fully proficient and perform a variety of accounting functions. This position is expected to independently perform professional accounting work in compliance with County accounting policies, Generally Accepted Accounting Principles (GAAP); Generally Accepted Auditing Standards (GAAS); and Budgeting, Accounting, and Reporting System (BARS).

Distinguishing Characteristics

Positions in this classification perform advanced professional accounting work for Kitsap County. The County Accountant position is distinguished from the Financial Analyst position by the independent work in support of centralized services, and that the incumbents are fully proficient in performing a variety of accounting functions including maintaining and auditing ledgers, reviewing initial entries, providing information for the budgeting process, preparing year-end accruals, and interacting with customers and vendors to resolve complaints and concerns. Incumbents research and advise staff concerning the treatment of transactions and perform periodic internal audits of accounts, identify and correct discrepancies, and balance and maintain accounts and ledgers. May serve as a lead or Supervisor over lower-level financial analyst or fiscal support staff.

This classification performs and manages complex, professional-level accounting activities in support of County-wide and department-specific financial operations. The County Accountant ensures compliance with governmental regulations and County policies within assigned functional areas.

Incumbents maintain accounting systems and financial data in compliance with Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

The position prepares and finalizes assigned financial and management reports and may provide technical direction or lead work within a significant functional area.

Distinguishing Characteristics

This is the management-level position within the Fiscal Series and serves as a senior professional accounting classification. The position provides technical expertise, analyzes the impact of policy and regulatory changes, and supports centralized finance functions.

The County Accountant performs advanced accounting work and may provide lead direction to professional and technical staff. Responsibilities include financial coordination, regulatory compliance, and oversight of assigned accounting functions.

This position supports the County's financial reporting and accounting systems, including participation in the development, implementation, and maintenance of the integrated financial management reporting system.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Serve as a countywide subject matter expert in financial accounting. Provide technical guidance to departments and offices on complex accounting matters, reconciliations, reporting requirements, and corrective entries. Review and analyze financial activity, monitor cash and balance sheet accounts, and prepare ad hoc financial reports. Communicate changes in accounting standards, financial procedures, and internal processes to support audit readiness. Serve as backup for period and year-end close processes.	35%
Prepare assigned sections of the County's Annual Comprehensive Financial Report (ACFR). Coordinate with the Accounting Manager and the other County Accountant, who is primarily responsible for capital and small/attractive assets, to ensure accurate and timely completion of required financial reports, including the Popular Annual Financial Report (PAFR), Schedule of Expenditures of Federal Awards (SEFA), Schedule of State Financial Assistance, and WA State Auditor Financial Statement Filing (BARS), as assigned. Research and analyze Governmental Accounting Standards Board (GASB) pronouncements and recommend implementation strategies. Support the annual financial statement, federal, and accountability audits conducted by the State Auditor's Office.	35%
Maintain and support the County's financial management system. Analyze system structure and functionality to ensure proper configuration of funds, programs, ledger accounts, and worktags within assigned areas. Troubleshoot reporting and system issues and recommend improvements to enhance efficiency, internal controls, and compliance with statutory requirements.	10%
Prepare and review accounting adjustments and journal entries. Review supplier invoice accounting adjustments and manual journal entries (excluding designated Treasurer's Office transactions) for completeness, accuracy, compliance with GAAP, and adherence to established best practices.	10%
Assist with internal audit activities and internal control monitoring (backup to the Accounting Manager). Participate in internal control evaluations, risk assessments, and audit procedures. Report known or suspected fraud in accordance with County policy and State Auditor's Office requirements.	10%
Review County contracts (backup to the Fiscal Support Specialist) to verify accuracy of accounting information and compliance with applicable financial and federal reporting requirements.	

Required for All Jobs

- Performs other duties as assigned
- Complies with all policies and standards

This Job is Essential

QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in accounting, finance, business administration or directly related field from a college or university accredited by an agency recognized by the US Department of Education	Required	
	Please Note: Bachelor's degree in Business Administration or Finance may be considered only if the applicant has completed a major in Accounting		

Education			
Education Level	Education Details	Required/ Preferred	
	<p>or substantial upper-division accounting coursework equivalent to an accounting major.</p> <p>Given the advanced technical accounting responsibilities of this position – including Financial statement preparation, audit assurance services, and interpretation of US GAAP standards - a strong formal education in accounting is considered essential.</p>		

Work Experience

Experience	Experience Details	Required/ Preferred	
4 years	of professional accounting or auditing experience related to area of assignment. May require supervisor or lead worker experience.	Required	
	Experience at creating or contributing to an Annual Comprehensive Financial Report (ACFR) or equivalent entity-wide financial statements.	Preferred	
	Audit experience, preferably governmental financial statement audits and/or grant audits performed by the WA State Auditor's Office, and/or Federal and State governmental agencies.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
Certified Public Accountant (CPA)		Upon Hire	Preferred	or
	Certified Public Finance Officer (CPFO)	Upon Hire	Preferred	

Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).	High
Governmental accounting principles and financial reporting requirements.	High
Governmental fund accounting and financial statement preparation.	High
Federal, state and local laws and regulations governing local government operations.	High
State of Washington Budgeting, Accounting, and Reporting System (BARS).	High
Internal control and auditing principles.	High
Financial management systems and accounting system structure.	High
Implementation and application of Governmental Accounting Standards Board (GASB) pronouncements.	High
Analyze complex financial transactions and reconcile financial data.	High
Interpret and apply laws, regulations, policies, and accounting standards.	High

Prepare comprehensive financial reports and supporting schedules.	High
Evaluate internal controls and recommend improvements.	High
Research, analyze, and implement new governmental accounting standards.	High
Develop and maintain complex spreadsheets and financial analyses.	High
Troubleshoot financial system and reporting issues.	High
Provide technical guidance to departments and staff.	High

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:	
Remote Employment Text:	

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May periodically climb stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Bending at the waist		
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Stooping Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		
Flexion of neck looking downward		
Twisting of neck side to side		

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Documents, computer screen, files may be color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisor's directions, and phones if applicable
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisor's directions, and interaction with co-workers

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents, computer screen
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Exposure to Bloodborne Pathogens		
Work Outside	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Customer/Public Contact		
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Wetness	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	semi-professional attire
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Nuisance dust
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction		
Memory – Ability to remember and recall procedures, processes and activities routine in nature.		
Regular and reliable attendance		
Ability to problem Solve		
Ability to perform complex & varied tasks		
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Operate power equipment such as drill/saws		

Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$115,342.29
Annual Min:	\$90,158.85
Hourly Max:	\$0.00
Hourly Min:	\$0.00