

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Fiscal Manager/1179**

Function and General Scope

Positions assigned to this class are responsible for managing an accounting division operation and staff within the Controller's Office. Duties include, but are not limited to, performing fiscal planning, budgeting and administration; managing the development, coordination and implementation of financial reporting systems; reviewing and implementing financial reporting changes; interpreting state and federal regulations; and developing and implementing policy and procedures.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in accounting, business administration or closely related field which has included at least nine (9) semester hours or equivalent quarter hours of college-level accounting courses AND five (5) years of progressively responsible professional accounting experience including two (2) years of accounting supervisory experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.