

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Accountant**

Dept.: **Business Office**

Job Code Number: **10135**

Reports to: **Manager**

Grade Number: **16, Non-represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary:

Establishes and maintains financial reports and statements, monitors revenues/expenditures within budgets and develops revenue projects. Maintains general ledger reconciliation on a monthly basis. Ensures grants, compliance, reporting and billing by establishing accounting systems. Prepare billings for grants and library services for federal, state, county, city and private organizations. Participates in the preparation of operating budgets. Promotes team collaboration and best use of staff capabilities. Provides lead/supervisory guidance to Business Office staff.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Prepares revenue and expenditure reports and various revenue and expenditure budgets.
2. Insure accuracy of general ledger and that accounting procedures are in compliance with GAAP.
3. Set-ups and maintains grant reimbursement system process; monitor and project revenues, expenditures and in-kind contributions.
4. Performs month-end and year-end closing and appropriate financial reports.
5. Reviews and verifies accounts payable.
6. Monitors cash flow and performs cash flow analysis.
7. Provides lead/supervisory functions to various department staff.

Secondary Duties:

1. Participate in setup and maintenance of new financial system.
2. Provide backfill for Manager and Financial & Budget Analyst as necessary.
3. Participates in training others as needed.
4. Provides necessary support to functions overseen by this position.
5. Other related duties as assigned.

Communication:

Contacts are normally made with KCLS employees and customers, vendors, etc. Contacts are regularly made on own initiative and occasionally made at the supervisor's request and initiated by a third party. The position has a requirement to interact with customers regularly and communications regularly contain confidential/sensitive information necessitating discretion at all times.

Initiative:

The position operates from established and well-known procedures (on a general basis) and is responsible for problem solving with others within own department. Some design of new programs/services or concepts is required and the job involves a high degree of complexity. The position operates independently with minimal supervision. Exposed to frequent new and varied work situations and decisions are made within broad interpretation of applicable laws, governmental guidelines and Generally Accepted Accounting Principles (GAAP).

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. Refined planning and goal-setting skills are required and the incumbent plans as part of a group activity. Some strategic planning at the facility/department level is a requirement. The position makes decisions that have impact across a limited number of work units and the manager occasionally monitors the work.

Errors in the incumbent's work could result in lack of compliance with GAAP, could jeopardize future funding request and audit findings. Delays could result in tardy financials statements. Delays could also jeopardize grant reimbursements. Resources under the control of the position include general ledger and financial statements, Board Finance Report, grant applications and related material, ending fund balances and ad valorem budgets. Records maintained by the position include grants and personnel issues that may involve confidential information and budget documents and records.

Leadership:

The position is responsible for mentoring, leading and/or supervising. The position is responsible for role modeling and promoting organizational values within own work unit or department.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree specializing in Accounting or related field.
- Two to four years' experience to gain a working knowledge of GAAP, financial statements, grants, and other financial reports involved in a large public service organization.
- Classroom and/or on-the-job training in KCLS specific procedures and guidelines.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of accounting standards, procedures and Generally Accepted Accounting Procedures.
- Thorough knowledge of KCLS accounting, budgeting and monitoring policies, procedures, standards and systems.
- Extensive knowledge of KCLS reporting formats, schedules, etc regarding such reports as month/year end, closing procedures, reconciling the general ledger and preparation of financial statements.
- Extensive knowledge of guidelines for grant writing, tracking and reimbursements.
- Considerable knowledge of software in support of KCLS financial systems.
- Working knowledge of KCLS staff and organizations involved in KCLS financial systems and reporting requirements.
- Extensive knowledge of mentoring, lead, and supervisory concepts.

Ability to:

- Work independently with minimal supervision.
- Understand and analyze accounting, budgeting and financial statements and reports.
- Provide leadership and expertise within a complex financial management system.
- Ability to work in a fast paced, deadline driven environment with multiple projects and changing priorities.
- Operate as a part of a team to develop accurate reports within tight time frames.
- Develop recommendations and improvements based on analysis of financial and accounting data.
- Effectively relate to staff and organizations throughout the KCLS.
- Develop priorities and handle many tasks and projects at the same time.
- Maintain a disciplined, organized approach to all aspects of own work.
- Read, write, speak and understand the English language.

Skill in:

- The use of computer software, hardware and programs.
- Coordinate and lead others in projects, teams and coordination activities throughout the KCLS.
- Developing, training and providing leadership to department staff.
- Listening to, understanding and interpreting information received from KCLS staff.
- Communications with staff throughout the KCLS, both written and verbal.
- Research and analysis of complicated financially related issues and situations.

SPECIAL REQUIREMENTS

CPA preferred but not required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Substantial overtime, constant sitting and extensive PC work are involved in the position.

Advancement Possibilities: Financial/Budget Analyst

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01