

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Accounting Specialist**

Dept.: **Business Office**

Job Code Number: **10156**

Reports to: **Varies**

Grade Number: **13, Non-represented**

Effective Date: **July 2001**

FLSA Status: **Non-Exempt**

General Position Summary:

This position performs any one or more of the following functions: Accounts Payable, Accounts Receivable, Payroll, Purchasing.

Performs a variety of accounts payable, fixed asset inventory, accounts receivable, payroll and other accounting tasks as required.

Implements the financial and benefit aspects of the Business Office and Human Resources Information System (BOHRIS) program. Oversees payroll processing under the current administrative systems and procedures until shift is implemented.

Plans, implements and completes purchasing assignments for all KCLS operations including 41 branches, 5 institutions, and the service center in accordance with established policy and procedures. Insures that purchases are made in accordance with county, state, and internal purchasing laws and standards.

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.

Accounts Payable Function

1. Oversees day-to-day accounts payable workflow.
2. Process all payments for expenditures incurred by the KCLS in an accurate and timely manner.
3. Create and print checks in house including duplicates.
4. Assemble, sort and mail checks to vendors on a regular basis/dates.
5. Respond to vendor and staff inquiries in a courteous and timely manner,
6. Research and resolve payment discrepancies and disputes.
7. Enter and post correcting entries to General Ledger.
8. Maintain Fixed Asset Inventory – identify, tag input data into spreadsheet for tracking, perform annual audits.
9. Provide ongoing support to payroll and accounts receivable functions.
10. Process required 1099 and miscellaneous forms annually and monthly use tax.

Payroll and Accounts Receivable Function

1. Oversees day to day payroll workflow.
2. Implements the benefit, timekeeping and payroll modules of the BOHRIS program into the KCLS applicable systems and programs.
3. Ensure that KCLS payroll and HR policies are implemented with the BOHRIS program
4. Ensure that all payroll and benefits functions are completed in an accurate and timely manner.
5. Explain payroll, timekeeping process and benefit programs to new employees.
6. Respond to individual employee inquiries regarding payroll, benefits timekeeping and account receivable.
7. Participate in branch audits (payroll, accounts receivable, fixed assets).
8. Branch and monthly revenue reports; revenue and cash register trouble shooting.
9. Bank reconciliations.

Purchasing Function

1. Oversees day-to-day purchasing workflow.
2. Communicate with staff and vendors regarding requirements, future needs, etc.
3. Secure price quotation of a wide variety of supplies and equipment from vendors and potential suppliers.
4. Procure supplies, equipment and services.
5. Resolve vendor/customer complaints.
6. Coordinate purchasing activities with customers to develop specifications.
7. Interview vendors/business representatives to negotiate terms and conditions of purchases.
8. Administer Request for Proposal (RFP) and Request for Quotation (RFQ) and contracts, providing language suggestions from previous documents.
9. Work closely with manager to develop specifics for RFQ's and contracts for office products and copiers etc.

Secondary Duties:

1. Performs other related duties as assigned.

Communication:

Contacts are normally made with KCLS employees and consultants, vendors, etc. Contacts are occasionally made at the supervisor's request, frequently they are made on the incumbent's own initiative or initiated by a third party. The position has a requirement to interact with customers frequently and communications regularly contain confidential/sensitive information necessitating discretion. Participates as a presenter in new employee orientations and other training sessions.

Initiative:

The incumbent operates from established and well-known procedures (on a general basis). The position is responsible for problem solving with others within own department and some design of new programs/services or concepts is involved. The job involves a moderate-to-high degree of complexity and it operates independently with minimal supervision. Frequent new and varied work situations are experienced. Decisions are made within specific organizational policy constraints/guidelines.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The position considers own work and work of others and is required to forecast for the near future. Operational planning is at the department level. The position makes decisions that have impact within own work unit and with vendors or employees. The incumbent's work is occasionally monitored and is regularly reviewed by another. Incumbent also responds to questions from vendors or individual employees. An error or delay in the incumbent's work could result in late or non-payment of vendor payments, processing of purchase orders or employee paychecks. In addition, timely and accurate processing of relevant financial and other data is required to meet deadlines and payment schedules.

Leadership:

The position has mentoring responsibility as a unit head and it is responsible for role modeling and promoting organizational values within work unit or department and as a representative of the organization to vendors, staff or employees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED, supplemented by some higher education or vocational training, specializing in accounting or general business.
- Three to five years experience in relevant accounting, payroll, purchasing, accounts payable or related business field.
- Program specific training and on-the-job experience in applicable programs and systems such as JDEdwards to acquire knowledge and skills in relevant job areas.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of KCLS procedures, methods and systems in relevant area of responsibility.
- Thorough knowledge of applicable supplier, vendor or employee benefit policies and procedures to process appropriate forms and statements in an accurate and timely manner.

- Extensive knowledge of KCLS staff and employees involved in relevant systems and procedures.
- Thorough knowledge of JDEdwards and BORHIS system implementation requirements (applicable to Payroll function).
- Extensive knowledge of computer hardware and software such as Excel, Word, JDEdwards One World software.
- Considerable knowledge of English and math.
- Considerable knowledge of resources outside KCLS relative to position responsibilities.
- Considerable knowledge of all KCLS departments, their functions and services provided.

Ability to:

- Accurately process high volumes of extremely detailed data under tight time deadlines.
- Communicate effectively with employees or vendors regarding numerous concerns in a wide variety of situations.
- Read, speak, write and understand the English language.
- Work independently with little direct supervision.
- Develop and maintain a “customer service” orientation towards suppliers, vendors, employees, staff and others.

Skill in:

- The use of computer software and hardware.
- Working as a member of a team approach in solving problems developing systems and working efficiently.
- Listening to, understanding and interpreting information received from employees, staff, or vendors.
- The use of diplomacy and tact to establish and maintain relationships with employees or vendors as well as staff.

SPECIAL REQUIREMENTS

None

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 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. Constant sitting, extensive close work (eyestrain) and extensive PC work are required.

Advancement Possibilities:

Payroll Supervisor

Accountant

Budget/Finance 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