

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Accounting Technician II -- Accounting**

Dept.: **Business Office**

Job Code Number: **10167**

Reports to: **Accountant**

Grade Number: **12, Non-represented**

Effective Date: **November 2007**

FLSA Status: **Non-Exempt**

General Position Summary:

Maintains accounting records and reports. Prepares consolidation of monthly revenue reports. Maintains general ledger reconciliations on a monthly basis. Ensures grants compliance, reporting and billing.

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.
2. Assists in performing month-end and year-end closing activities and preparing appropriate financial reports and monthly reconciliations.
3. Consolidates and reconciles Monthly Revenue Reports from the branches.
4. Maintains grant reimbursement system process; monitors and projects revenues, expenditures and in-kind contributions.
5. Reviews and verifies accounts payable records.
6. Insures accuracy of general ledger; insures that accounting procedures are in compliance with GAAP.

Secondary Duties:

1. Provides back-up to related positions.
2. Provides necessary support to related functions.
3. 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 occasionally and

communications occasionally 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. Infrequent design of new programs/services or concepts is required. The position operates independently with minimal supervision. The position encounters regular and recurring work situations and decisions are made within specific organizational policy constraints/guidelines as well as applicable laws, governmental guidelines and Generally Accepted Accounting Principles (GAAP).

Accountability:

The position experiences some interruptions and some flexibility is required. May participate in operational planning for the department as part of a group process. The position makes decisions that have impact across a limited number of work units. Portions of the incumbent's work are regularly monitored or checked by another, while other portions are handled independently.

Errors in the incumbent's work could result in lack of compliance with GAAP, could jeopardize future funding requests and could result in 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, grant applications, and related material. Records maintained by the position include grants and personnel issues that may involve confidential information and budget documents and records.

Leadership:

The position does not include mentoring responsibility but is responsible for acting in accordance with KCLS values.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Associate 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.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of accounting standards, procedures and Generally Accepted Accounting Procedures.
- Thorough knowledge of public sector fund accounting, budgeting and monitoring policies, procedures, standards and systems.

- Extensive knowledge of 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 tracking and reimbursements.
- Considerable knowledge of financial systems software.

Ability to:

- Work independently with minimal supervision.
- Understand and analyze accounting, and financial statements and reports.
- 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.
- Effectively relate to staff and organizations throughout 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.
- Listening to, understanding and interpreting information received from KCLS staff.
- The use of diplomacy and tact to establish and maintain relationships with staff and external contacts.

SPECIAL REQUIREMENTS

None

PHYSICAL DEMANDS

The position encounters the physical demands included in a normal office-working environment. The position requires repetitive motions of hands/wrists on a continuous basis. 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. The position requires constant sitting and extensive PC work.

Advancement Possibilities:
Accounting Specialist

Accountant
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: 1/23/02
Revised: 11/19/07