

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Director of Finance**

Dept: **Business Office**

Job Code Number: **10101**

Reports to: **Director**

Grade Number: **25, Non-represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary:

Provides overall management and leadership of financial and business operations including providing strategic vision, direction and policy development. Serves as Chief Financial Officer. Responsible for managing all KCLS business office operations and serves on the KCLS management team. Assures that accurate and timely financial information is provided to the Board, state auditor, legal counsel, brokers, etc.

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. Plan, direct and manage business finance operations and risk management; provides overall leadership to staff including their selection, training and development, performance evaluation, coaching and counseling, disciplinary action and other human resources issues.
2. Develop department goals, objectives and budget.
3. Develop, recommend and implement policies and procedures, department structure and systems to achieve department and system wide objectives.
4. Plan and implement KCLS-wide budget process including establishing schedules; collecting, analyzing and consolidating financial information; and determining project fund balances.
5. Participates on the KCLS Management Team to set KCLS policy, determine the organization's strategic vision and direction, and to provide general leadership for the library system.
6. Ensures that accurate and timely financial information is reported to various internal and external contacts including the Board, Director, KCLS Management Team, State Auditors, outside legal counsel, and other county and library departments.
7. Oversee financial activities for other entities such as Capital Facilities Areas and Facility Foundation. Establish and maintain appropriate policies, procedures and accounting systems for these functions.
8. Develop and administer vendor contracts and inter-local agreements with cities and county institutions.

Secondary Duties:

1. Perform special project as assigned by the Director.

Communication:

The position has continuous contacts with the staff, internal and external customers, other government agencies, bond and legal counsel, outside auditors and insurance brokers. Formal presentations to the Board of Trustees, Director, Committees, Management Team and staff may be given. Contacts frequently contain confidential or sensitive information necessitating the need for discretion at all times.

Initiative:

The position is responsible for developing policies and procedures that apply to the entire the entire organization. The position is responsible for solving problems that affect all of KCLS and is required to develop and implement new programs, systems, services and concepts that enhance the goals and objectives of the organization. The position involves a high degree of complexity considering the level of decision making and the impact across the organization, the need to forecast the organization's future financial status, the variety of demands placed on it, the nature of problems encountered and the need to interact with a variety of personalities. The position encounters frequent and varied work situations and operates independently collaborating with others when unusual or complex problems or situations are encountered. Decisions are typically made within broad interpretation of applicable laws and governmental guidelines.

Accountability:

The position encounters frequent interruption requiring maximum flexibility. The position has substantial long-term strategic planning and goal setting responsibilities. Decisions have a broad and far-reaching impact across KCLS. Work is occasionally checked by the Director, State Auditor or outside legal and bond counsel.

Leadership:

The position is responsible for mentoring as a senior management team member and takes a leadership role in modeling and promoting KCLS values across the organization and as a representative of KCLS in the community.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in accounting, finance, business or public administration, or a closely related field. An MBA or CPA is preferred.
- Five to eight years of progressively responsible experience in public finance or accounting department, preferably in the public sector, with at least three years supervisory experience.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of finance and accounting practices including Generally Accepted Accounting Principles (GAAP) and Budgeting Accounting & Reporting System (BARS).
- Thorough knowledge of internal control and audit principles and procedures.
- Considerable knowledge of public sector requirements and procedures.
- Thorough knowledge of KCLS finance and accounting practices and systems.
- Extensive knowledge of local, state, and federal regulations related to accounting, finance, reporting, and payroll.
- Considerable knowledge of English and math.
- Considerable knowledge of principles of supervision and management.

Ability to:

- Effectively manage employees to maximize their productivity and potential.
- Ability to develop budgets and year-end financial reports.
- Manage several projects at once and adapt to changing needs.
- To establish and implement financial goals and objectives for the entire organization.
- Use diplomacy and tact to establish and maintain relationships with internal staff, subordinates and outside contacts.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Persuade others whose objectives may differ from those of KCLS.
- Evaluate problems and find cost effective solutions.
- Anticipate future financial or accounting needs/problems and plan for their correction.
- Analyze and use complex financial information.

Skill in:

- Assessing situations/problems and logically finding solutions.
- Applying appropriate legal requirements to varying situations.
- Analyzing and reporting complex financial data.
- The use of computer software and hardware.
- Negotiating and administering outside contracts.
- Providing positive leadership to the organization.
- Developing and training staff members.

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. Work involves substantial overtime, evening and early morning meetings, constant sitting, extensive close work and use of PC monitor. The incumbent experiences frequent interruption, tight deadlines, and incumbent frequently uses the computer, printer, and telephone.

Advancement Possibilities:

Open depending on education and experience

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