

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Accounts Payable Specialist I**
Dept.: **Finance**
Reports to: **Accounting Supervisor**
Effective Date: **October 2022**

Job Code Number: **10157**
Grade Number: **14**
FLSA Status: **Non-Exempt**
Union: **Non-represented**

General Position Summary:

The Accounts Payable Specialist is responsible for following established policies and procedures to ensure payments and related reports are processed efficiently, accurately and on-time. This position will serve as a technical lead on the ERP system, helping to implement and test the system, as well as providing suggestions for continuous improvement, testing processes, and troubleshooting issues. Prepares the accounts payable to the GL reconciliation on a regular basis.

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. Review and analyze invoices for payables. Ensure vendor and amount paid are accurate, appropriate authorization to pay has been provided, and coding structures are current and correct.
2. Prepare and batch documentation for payments for invoices, grants, contracts/purchase orders, expense reports, and credit cards.
3. Perform general account reconciliation for contract payment retainage, travel cash advances, and credit card purchases.
4. Coordinate with vendors and staff to ensure appropriate coding and compliance with all grants and contracts.
5. Plan reconciliation schedules for monthly, quarterly, and annual reporting for internal and external purposes.
6. Contribute to annual audit preparation by providing requested documentation and analysis.
7. Research and resolve account payable suspense items, vendor inquiries, statement discrepancies, and summarize specialized or technical information from varied sources.
8. Prepare monthly use tax filing entries with city and state jurisdictions and process annual 1099 IRS forms.
9. Document archiving and retention of required business records.
10. Maintain accounting functions by following policies and procedures that comply with GAAP and contribute to implementation of new GASB requirements.

Secondary Duties:

1. Participates in the setup and maintenance of financial systems.
2. Work on Finance department projects.

3. Provide backfill for the Staff Accountant, as necessary.
4. Performs other related duties as assigned.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high-quality, value-added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee brings to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character, and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge

Demonstrates proficiency in professional and technical skills/and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, to foster personal success and connections for others.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Education and Experience:

- Graduation from high school or equivalency, supplemented by some higher education or vocational training, specializing in accounting, finance, or related field;
- Three years' experience in accounting or accounts payable; or

- Any equivalent combination of education and experience that provides the knowledge, skills, and abilities to perform the duties and responsibilities of the classification.
- Intermediate level proficiency using MS Office/Excel tools.
- Experience entering and reviewing numerical data entry with speed, accuracy, and high attention to detail.
- Experience with automated accounts payable and accounting software, such as J.D. Edwards and Esker.
- Knowledge of Washington State Budgeting, Accounting and Reporting System (BARS).

Special Requirements:

None.

Physical Demands:

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, 10-key and this typing may be repetitive up to frequently. Constantly sits up to 2 hours at a time and seldom to occasionally will stand and walk. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift to 10 pounds, seldom up to 35 pounds, and seldom push carts with up to 20 pounds of force.

Work Environment:

Work is performed in a typical office environment. The position is subject to frequent interruptions. Overtime and high volume processing may be required depending on business demands. Incumbent may be permitted hybrid telework schedule upon request.

Advancement Possibilities:

- Staff Accountant
- Budget/Finance Analyst
- Accounting Supervisor

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: _____
Director of HR

Revision: October 2022