Title: **Accountant**  
Dept.: **Business Office**  
Reports to: **Manager**  
Effective Date: **Revised October 2018**  
Job Code Number: **10135**  
Grade Number: **16, Non-represented**  
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.
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.

**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 adds 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, in order to foster personal success and connections for others.

**Coaching and Counseling**
Facilitates the development of other’s knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

**Managerial Courage**
Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

**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.

**Decision Quality**
Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

**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.

**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, accounting, budgeting and monitoring policies, procedures, standards and systems.
- Extensive knowledge of mentoring, lead, and supervisory concepts.

SPECIAL REQUIREMENTS

CPA preferred but not required.

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 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: ________________________
Director of HR