Title: Accounting and Purchasing Manager
Dept.: Business and Finance Office
Reports to: Director of Finance
Effective Date: Revised October 2018

Job Description

General Position Summary:
Manages Accounting and Purchasing units within the Business Office. Ensures accounting records are maintained in compliance with applicable regulations and standards. Performs contract administration and ensures purchasing operations are conducted in compliance with KCLS policies and Washington State law. Develops processes, policies and procedures related to the accounting and purchasing functions. Provides supervision, training and performance review of assigned personnel. Promotes team collaboration and best use of staff capabilities. Manages relationships with vendors and external agencies.

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. Develops operating policies and procedures related to the Accounting and Purchasing functions within KCLS Business Office.
2. Interfaces with other KCLS departments, vendors and external agencies regarding all Accounting and Purchasing related matters.
3. Responsible for interpreting all GASB, federal, state, and local accounting standards and aligning the KCLS Accounting function as required.
4. Accountable for all financial reporting, operations accounting, grant accounting, related identity accounting, and revenue handling activities.
5. Manages and directs the Request For Proposal process, contract development, and administration of all non-construction vendor contracts and purchasing activities.
6. Accountable for the management and administration of all accounting data via accounting software (e.g., JD Edwards, etc.)
7. Documents, develops, implements, and manages policies, procedures, and internal controls to ensure accurate and efficient Accounting and Purchasing operations.
8. Manages and coaches direct reports as well as conducts periodic performance evaluations.
9. Ensures that Accounting and Purchasing Staff are appropriately staffed, trained, and managed.
10. Performs special projects as requested by Director of Finance.

Secondary Duties:

1. Provides backfill for Director of Finance and Financial and Budget Analyst as necessary.
2. Participates in training others as needed.
3. Provides necessary support to functions overseen by this position.
4. Serves as a member of various committees, as assigned or required.
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.

**Communicates Effectively**
Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**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.
Interpersonal Savvy
Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

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.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined below is:

- Graduation from a four-year college or university with major coursework in accounting, finance or related field.
- Five to eight years of accounting and/or purchasing experience, preferably in the public sector.
- Three to five years supervisory experience in an accounting and/or purchasing department.

SPECIAL REQUIREMENTS

CPA 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. Occasional overtime, constant sitting and extensive PC work are involved in the position.

Advancement Possibilities:
Director of Finance
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