

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Accounting Specialist**

Dept.: **Business Office**

Reports to: **Accounting Supervisor**

Effective Date: **Revised January 2021**

Job Code Number: **10156**

Grade Number: **13, Non-represented**

FLSA Status: **Non-Exempt**

General Position Summary:

This position performs any one or more of the following functions: Accounts Payable, Accounts Receivable, Payroll, and Purchasing.

Performs a variety of accounts payable, fixed asset inventory, accounts receivable, payroll and other accounting tasks as required.

Implements the financial and benefit aspects of the Business Office and Human Resources Information System (BOHRIS) program. Oversees payroll processing under the current administrative systems and procedures until shift is implemented.

Plans, implements and completes purchasing assignments for all KCLS operations including 41 branches, 5 institutions, and the service center in accordance with established policy and procedures. Insures that purchases are made in accordance with county, state, and internal purchasing laws and standards.

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.

Accounts Payable Function:

1. Oversees day-to-day accounts payable workflow.
2. Process all payments for expenditures incurred by the KCLS in an accurate and timely manner.
3. Create and print checks in house including duplicates.
4. Assemble, sort and mail checks to vendors on a regular basis/dates.
5. Respond to vendor and staff inquiries in a courteous and timely manner,
6. Research and resolve payment discrepancies and disputes.
7. Enter and post correcting entries to General Ledger.
8. Maintain Fixed Asset Inventory – identify, tag input data into spreadsheet for tracking; perform annual audits.
9. Provide ongoing support to payroll and accounts receivable functions.
10. Process required 1099 and miscellaneous forms annually and monthly use tax.

Payroll and Accounts Receivable Function

1. Oversees day-to-day payroll workflow.

2. Implements the benefit, timekeeping and payroll modules of the BOHRIS program into the KCLS applicable systems and programs.
3. Ensure that KCLS payroll and HR policies are implemented with the BOHRIS program
4. Ensure that all payroll and benefits functions are completed in an accurate and timely manner.
5. Explain payroll, timekeeping process and benefit programs to new employees.
6. Respond to individual employee inquiries regarding payroll, benefits timekeeping and account receivable.
7. Participate in branch audits (payroll, accounts receivable, fixed assets).
8. Branch and monthly revenue reports; revenue and cash register trouble shooting.
9. Bank reconciliations.

Purchasing Function:

1. Oversees day-to-day purchasing workflow.
2. Communicate with staff and vendors regarding requirements, future needs, etc.
3. Secure price quotation of a wide variety of supplies and equipment from vendors and potential suppliers.
4. Procure supplies, equipment and services.
5. Resolve vendor/customer complaints.
6. Coordinate purchasing activities with customers to develop specifications.
7. Interview vendors/business representatives to negotiate terms and conditions of purchases.
8. Administer Request for Proposal (RFP) and Request for Quotation (RFQ) and contracts, providing language suggestions from previous documents.
9. Work closely with manager to develop specifics for RFQ's and contracts for office products and copiers, etc.

Secondary Duties:

1. 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 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.

### **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.

### **Peer Relationships**

Responds and relates well with peers/colleagues; is seen as a team player and is cooperative and collaborative; looks for common ground and solves problems for the good of all.

### **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.

### **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.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- Graduation from high school or GED, supplemented by some higher education or vocational training, specializing in accounting or general business.
- Three to five years' experience in relevant accounting, payroll, purchasing, accounts payable or related business field.
- Program specific training and on-the-job experience in applicable programs and systems such as JD Edwards to acquire knowledge and skills in relevant job areas.

## **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 normal office environment. Constant sitting, extensive close work (eyestrain) and extensive PC work are required.

#### Advancement Possibilities:

Payroll Supervisor  
Accountant  
Budget/Finance 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