KING COUNTY LIBRARY SYSTEM
Job Description

Title: Accounting Specialist – KCLS Foundation
Dept.: KCLS Foundation                Job Code Number: 20153
Reports to: Exec. Director, KCLS Foundation  Grade Number: 14, Non-represented
Effective Date: Revised October 2018      FLSA Status: Non-Exempt

General Position Summary:

Develops and maintains fiscal and administrative information in support of the Executive Director, KCLS Foundation Board of Directors, and the department staff as needed. Assists in preparation of annual budget, audit and preparation of Form 990.

This position performs a variety of accounts payable, fixed asset inventory, accounts receivable, and other accounting tasks as required.

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. Handles all accounts payable & accounts receivable workflow, account reconciliations, associated general ledger and reporting.
2. Develops and maintains organizational controls related to financial and administrative policy, assists with financial forecasts, budgeting, and facilities.
3. Research, resolve and responds to vendor or staff inquiries and discrepancies in a courteous, timely manner. Work with staff members to ensure compliance with donor designations and receipting practices.
4. Acts as primary liaison between Foundation and KCLS Business Office with respect to reimbursements, grants and in-kind donations.
5. Prepares financial reports for Board treasurer and provides detailed information for IRS filings. Identifies and documents unusual fluctuations from prior periods and budgets for management and Board review.
6. Provides administrative support for KCLS Foundation Finance and Audit Committee. Serves as primary lead on annual audit and ensures the organization files timely and accurate 990 filings as well as renewals with the Secretary of State.
7. Maintain Fixed Asset Inventory – identify, tag input data into spreadsheet for tracking and perform annual audits.
8. Maintains document retention schedule and ensures compliance.

Secondary Duties:

1. Serves as a member of various employee and KCLS Foundation Board committees as required.
2. Maintains supplies in stock and reorders as needed.
3. 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:

A typical way of obtaining the knowledge, ability and skills of this position is through:

• Graduation from a high school or GED equivalent with a four-year degree in accounting from an accredited college.
• Three years’ increasingly responsible related experience.
• Or, equivalent combination of related education, training and experience.
• Position related experience in a non-profit organization, public agency or foundation preferred.

SPECIAL REQUIREMENTS

Valid Washington State driver license

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. Annual event requires constant standing and walking. 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 and extensive PC monitor work is 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