

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Accounting Supervisor**

Dept.: **Business Office**

Reports to: **Controller**

Effective Date: **Revised January 2021**

Job Code Number: **10133**

Grade Number: **18, Non-Represented**

FLSA Status: **Exempt**

General Position Summary:

This position supervises and performs a variety of accounting tasks in the areas of general ledger accuracy, GAAP compliance, accounts payable, fixed asset inventory, accounts receivable, grant compliance, account reconciliation, and financial reporting. Develops and maintains fiscal and administrative information in support of the Finance director and the department staff as needed. Directly supervises accounting 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. Select, train, schedule, and supervise the work of accounting staff.
2. Conduct performance evaluations of accounting staff; write formal evaluations, review with staff, clarify performance expectations, and initiate appropriate corrective action as required, including coaching and development.
3. Establish and maintain financial reports and statements.
4. Monitor revenues/expenditures within budgets and develop revenue projections.
5. Maintain general ledger reconciliation on a monthly basis.
6. Ensure grants compliance, reporting, and billing by establishing accounting systems.
7. Prepare billings for grants and library services for federal, state, county, city, and private organizations.
8. Prepare revenue and expenditure reports and various revenue and expenditure budgets.
9. Insure accuracy of general ledger and that accounting procedures comply with GAAP.
10. Set up and maintain grant reimbursement system process; monitor and project revenues, expenditures, and in-kind contributions.
11. Participate in preparing operating budgets.
12. Perform month-end and year-end closing and appropriate financial reports.
13. Review and verify accounts payable.
14. Monitor cash flow and perform cash flow analysis.
15. Provide backfill for Manager and Financial and Budget Analyst as necessary.
16. 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 and 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.

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.

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.
- A minimum of two years' supervisory experience.
- Classroom and/or on-the-job training in KCLS-specific procedures and guidelines.

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.

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