

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Accounting Technician II – Accounting**

Dept.: **Business Office**

Reports to: **Accounting Supervisor**

Effective Date: **Revised January 2021**

Job Code Number: **10167**

Grade Number: **12, Non-represented**

FLSA Status: **Non-Exempt**

General Position Summary:

Maintains accounting records and reports. Prepares consolidation of monthly revenue reports. Maintains general ledger reconciliations on a monthly basis. Ensures grants compliance, reporting and billing.

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.
2. Assists in performing month-end and year-end closing activities and preparing appropriate financial reports and monthly reconciliations.
3. Consolidates and reconciles Monthly Revenue Reports from the branches.
4. Maintains grant reimbursement system process; monitors and projects revenues, expenditures and in-kind contributions.
5. Reviews and verifies accounts payable records.
6. Insures accuracy of general ledger; insures that accounting procedures are in compliance with GAAP.

Secondary Duties:

1. Provides back-up to related positions.
2. Provides necessary support to related functions.
3. Other related duties as assigned.

Core Competencies:

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 about differences.

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.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and 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 better 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.

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.

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.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Associate 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.

Necessary Knowledge, Ability and Skills:

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. The position requires constant sitting and extensive PC work.

Advancement Possibilities:

Accounting Specialist

Accountant 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