

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Controller**

Dept.: **Business Office**

Reports to: **Director of Finance**

Effective Date: **Revised January 2019**

Job Code Number: **10127**

Grade Number: **22, Non-represented**

FLSA Status: **Exempt**

General Position Summary:

The Controller provides extensive, high-level financial analysis, evaluation, recommendation, and decision-making services regarding accounting and payroll activities. Directs accounting supervisor and payroll manager and staff. Weighs and evaluates multiple complex and abstract factors with independent judgement while remaining strategically focused.

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. Directs multiple functions that are responsible for system wide accounting, financial reporting, payroll, and financial services; serves as an authority on interpretation of accounting, payroll, and financial reporting policies and practices.
2. Formulates, implements, and enforces accounting policies, procedures, and internal controls; ensures integrity of financial operations and compliance with standards and requirements.
3. Coordinates, oversees, and monitors work with other accounting personnel ensuring conformity and professional standards; provides advice and direction and reviews the propriety of major transactions.
4. Conducts internal audits, and provides financial reports when needed.
5. Review payroll reports for accuracy and anomalies with Payroll Manager.
6. Determines goals in conjunction with appointing authority, changing policies, and integrating new perspectives of policy makers into plans.
7. Develops, implements, and facilitates the organizations goals, objectives, policies, and priorities that encourage team growth and organization success.
8. May represent the department in meetings with elected and appointed officials; serves as a representative and fosters collaborative relationships.
9. Manages the integration of technology systems and business processes for financial related services such as banking services, cash receipting, accounting and payroll systems that ensure operational and functionality efficiency.
10. Participates in the requisition process, system selection, coordination with vendors and interdepartmental staff to create and implement a service delivery plan that is consistent with the organization's long-term technology strategies and objectives.
11. Directs the monitoring and approval of expenditures; performs cost control to assure sound fiscal control.

Secondary Duties:

1. Selects, trains, develops, and evaluates subordinate staff; makes decisions regarding hiring, terminations, promotions, and disciplinary actions.
2. Creates and promotes a positive, inclusive work environment that supports consistency throughout the organization's operations.
3. Resolves complex issues with multiple internal and external stakeholders.
4. Provides direction and leadership to directors, managers, and staff members to ensure continued efficiency and effectiveness of the organization.
5. Provides necessary support to functions overseen by this position.
6. 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.

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.

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.

Building Effective Teams

Blends people into cohesive teams that apply their diverse skills and perspectives to achieve common goals; creates and supports strong morale and a healthy work environment.

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:

- Bachelor's degree specializing in Accounting or related field
- Minimum of eight years' experience to gain extensive knowledge of GAAP, financial statements, financial controls, and other financial analysis and goal setting involved in a large public service organization preferred.

SPECIAL REQUIREMENTS

CPA preferred.

PHYSICAL DEMANDS

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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. Potential overtime, constant sitting, making presentations, and extensive PC work are involved in the position.

Advancement Possibilities:

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