

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Director of Finance**

Dept.: **Business Office**

Reports to: **Deputy Director of Admin Services**

Effective Date: **Revised January 2021**

Job Code Number: **10101**

Grade Number: **25, Non-represented**

FLSA Status: **Exempt**

General Position Summary:

Provides overall management and leadership of financial and business operations including providing strategic vision, direction and policy development. Is a member of the senior management team (KCLS Leadership Team) and plays the primary role in representing KCLS on financial matters with the Board of Trustees, the Washington State Auditor's office and other regulatory agencies. This position manages a team responsible for the financial operations of the library system, including payroll. The position also plays a key role in administering vendor contracts, inter-local agreements with other public agencies, and works closely with the Director of HR on evaluating and administering employee benefit programs.

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. Plans, directs and manages KCLS business finance operations (including accounting, purchasing and payroll functions) and risk management.
2. Provides overall leadership to Finance staff including their selection, training and development, performance evaluation, coaching and counseling, disciplinary action and other human resources issues.
3. Develops and implements department goals, objectives, priorities, and budget.
4. Develops, recommends and implements policies and procedures, department structure and systems to achieve department and system wide objectives.
5. Plans and implements KCLS-wide budget process including establishing schedules; collecting, analyzing and consolidating financial information; and leading development of a system-wide long-range financial plan.
6. Participates on the KCLS KCLS Leadership Team (KLT) to set KCLS policy, determine the organization's strategic vision and direction, and to provide general leadership for the library system.
7. Ensures that accurate and timely financial information is reported to various internal and external contacts including the Board, Director, KLT members, State Auditors, regulatory agencies, and other county and library departments.
8. Oversees financial activities for other entities such as Capital Facilities Areas and joint ventures. Establishes and maintains appropriate policies, procedures and accounting systems for these entities.

9. Develops and administers vendor contracts and inter-local agreements with cities and county institutions.
10. Partners with Director of HR on annual review and analysis of employee benefit programs.
11. Reviews, analyzes and reports on legislation and related documents from State and Federal governments, which impact KCLS fiscal procedures and operations.
12. Performs special projects as assigned by the Director.

Secondary Duties:

1. Participates in professional associations, meetings and activities. Attends workshops, seminars and conferences to enhance job competencies.
2. Attends and actively participates in various internal and external committee meetings and agency boards and activities.
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 Judgment

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.

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.

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.

Vision and Strategic Thinking

Supports, promotes, and ensures alignment with the organization's vision, mission, and values; holds big picture view while setting priorities, often uses breakthrough strategies to find the way forward.

Drive for Results

Focuses on results and desired outcomes and how best to achieve them; does not confuse effort with results. Gets the job done.

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.

Managing Change

Embraces organizational changes and their rationale, models behavior needed during improvements in organization's effectiveness, competitiveness, and public service delivery; manages own reactions and supports others in the process.

DESIRED MINIMUM QUALIFICATIONS**Education and Experience:**

- Bachelor's degree from an accredited college or university with a major in accounting, finance, business or public administration, or a closely related field. CPA or MBA preferred.
- Ten years' progressively responsible accounting or finance experience including at least three years' senior financial management and supervisory experience. Public sector accounting experience preferred.
- Experience managing an accounting department, leading the annual budget process and developing and reviewing financial projections.
- Or other combination of education and experience that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification.

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. Work involves substantial overtime, evening and early morning meetings, constant sitting, extensive close work and use of PC monitor. The incumbent experiences frequent interruption, tight deadlines, and incumbent frequently uses the computer, printer, and telephone.

Advancement Possibilities:

Open depending on education, training and experience

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