

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Finance Manager – Budget**

Dept.: **Finance**

Reports to: **Director of Finance**

Effective Date: **September 2022**

Job Code Number: **10126**

Grade Number: **20, Non-represented**

FLSA Status: **Exempt**

General Position Summary:

The Finance Manager – Budget is part of the Finance leadership team and provides technical guidance and oversight to the organization and a team of Financial & Budget Analysts. This position supervises the strategic budget planning process and provides direction for annual and multi-year operating and capital improvement project budgets. Performs complex financial analysis, reporting, evaluation, and forecasting to support KCLS operations and policies.

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. Monitors operating and capital improvement project budgets that inform and ensure fiscal accountability and stewardship.
2. Performs complex financial analysis, reporting, evaluation, and revenue, expense, and fund balance forecasting in compliance with applicable laws, regulations, and audit requirements.
3. Develops recommendations and strategies related to fiscal and budgeting policies and processes that directly impact KCLS's ability to fund and support various library programs effectively.
4. Coordinates communication and manages relationships with other KCLS departments regarding accounting and budgeting-related matters.
5. Develops and implements an annual organization-wide budget development work plan. Leads the preparation and development of the KCLS public budget document.
6. Partners with Human Resources for integration of position control and salary and benefit costs in personnel planning and accounting.
7. Manages and creates detailed expenditure and capital improvement project reports for senior leadership and the KCLS Board of Trustees.
8. Ensures accounting records are maintained in compliance with applicable regulations and standards and represent the organization in any internal or external audits related to budgeting or capital improvement projects.
9. Accepts accountability for the management of all accounting data via budgeting and accounting software (e.g., JD Edwards, OpenGov). Administers software systems and ensures user support and training.

10. Oversees risk management in coordination with internal stakeholders and insurance carriers. Assists in risk modeling involving fiscal and operational risk, assures controls are operating effectively, and provides research and analytical support.
11. Provides supervision, training, and performance reviews of assigned personnel.

Secondary Duties:

1. Represents KCLS in meetings with elected officials; serves as a representative of Finance and fosters collaborative relationships.
2. Performs special projects as requested by the Director of Finance and KCLS Leadership Team.
3. Attends and actively participates on various employee committees.
4. Performs other duties as assigned.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value-added services. Continually 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.

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 the confidence of others.

Managerial Courage

Tactfully provides direct and actionable feedback promptly, 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. The main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

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.

Interpersonal Savvy

Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

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.

Desired Minimum Qualifications:

A typical way of obtaining the knowledge, skills, and abilities outlined below is:

- Bachelor's degree in Finance, Accounting, Economics, or related field required. MBA preferred;
- Five or more years of demonstrated expertise in complex budgeting and financial preparation and analysis skills, and a working knowledge of business systems substitute for degree requirements;
- Three or more years of supervisory experience in an accounting and/or budgeting department; or
- Any combination of relevant education, training, or experience that provides the knowledge, skills, and abilities to perform the duties and responsibilities of the classification.

Special Requirements:

- Demonstrated ability to communicate financial information at all levels of understanding.
- Advanced technical skill in MS Excel and Word.
- Proven people skills, ability to build trust, and effectively work in a diverse workplace.

- Preferred but not required familiarity with OpenGov and JD Edwards software.

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. Occasional evening and weekend work. Incumbent may be permitted hybrid telework schedule upon request.

Advancement Possibilities:

- Controller
- Director of Finance
- Other Manager or Director classifications depending on education 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

Revisions: September 2022