

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Finance Manager – Procurement and Contracts**

Dept.: **Finance**

Job Code Number: **10124**

Reports to: **Controller**

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

Effective Date: **January 2021**

FLSA Status: **Exempt**

General Position Summary:

The Finance Manager – Procurement and Contracts is part of the Finance leadership team and provides technical guidance and oversight to the organization. This position ensures KCLS purchasing policies and operations and contract administration meet federal, state, and local laws, rules and regulations in compliance with external agencies. Develops, manages and controls all aspects of contract formation, negotiation, and management and leads and supports the procurement life-cycle for the purchase of goods and services, in responsible stewardship of public funding.

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. Performs contract administration and ensures purchasing operations are conducted in compliance with KCLS policies, GAAP, GASB, federal, state, and local accounting standards.
2. Manages and directs the Request for Proposal process, contract development for public works, and administration of all non-construction and construction vendor contracts and purchasing activities.
3. Interfaces and manages relationships with vendors, external agencies, and other KCLS departments regarding accounting and purchasing related matters.
4. Initiates work projects and processes and coordinates workflow, ensuring that deadlines are met and projects are in compliance with contracting, accounting, and purchasing policies and procedures.
5. Manages and creates detailed expenditure and capital improvement project reports for senior management and the KCLS Board.
6. Ensures accounting records are maintained in compliance with applicable regulations and standards and may represent the organization in any internal or external audits related to purchasing, contracting, or fixed assets functions.
7. Accepts accountability for the management and administration of all accounting data via accounting software (e.g., JD Edwards, etc.)
8. Coordinates communication and ensures that the work of assigned staff and implementation of policies and procedures is consistent with KCLS policies and procedures.

9. Develops, documents, implements, and manages policies, procedures, templates, tools, and internal controls and systems to ensure accurate and efficient accounting, purchasing, and contracting operations.
10. Provides supervision, training, and performance reviews of assigned personnel.

Secondary Duties:

1. Performs special projects as requested by the Controller and Director of Finance.
2. Serves as a member of various employee committees as required.
3. Performs other related 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

Education and Experience:

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

- Graduation from a four-year college or university with major coursework in accounting, finance or related field.
- Five to eight years of accounting and/or purchasing experience, preferably in the public sector.
- Three to five years supervisory experience in an accounting and/or purchasing department.

SPECIAL REQUIREMENTS

CPA preferred.

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 overtime and extensive PC work are involved in the position.

Advancement Possibilities:

Depending on education and experience.
Controller
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