KING COUNTY LIBRARY SYSTEM
Job Description

Title: Fiscal Technician – Foundation

Dept.: KCLS Foundation  Job Code Number: 10152

Reports to: Exec. Director, KCLS Foundation  Grade Number: 10, Non-represented

Effective Date: January 2009  FLSA Status: Non-Exempt

General Position Summary:

Develops and maintains fiscal and administrative information in support of the Executive Director, KCLS Foundation Board of Directors, and the department staff as needed. Assists in preparation of annual budget.

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. Processes all accounts payable and receivable; reconciles checking, money market, investments and endowment accounts.
2. Prepares financial reports for Board treasurer and provides detailed information for IRS filings. Identifies and documents unusual fluctuations from prior periods and budgets for management and Board review.
3. Serves as primary lead on annual audit and ensures the organization files timely and accurate 990 filings as well as renewals with the Secretary of State.
4. Develops and maintains organizational controls related to financial and administrative policy, and assists with financial forecasts, budgeting, and facilities.
5. Maintains financial records and reports.
6. Works with staff members to ensure compliance with donor designations and receipting practices.
7. Provides administrative support for KCLS Foundation Finance and Audit Committee.
8. Maintains supplies in stock and reorders as needed.
10. Acts as primary liaison between Foundation and KCLS Business Office with respect to reimbursements, grants and in-kind donations.
11. Serves as primary point of contact for vending machine contractors.
Secondary Duties:

1. Serves as a member of various employee and KCLS Foundation Board committees as required.
2. Provides backup for related positions and duties.
3. Performs other related duties as assigned.

Communication:

Contacts are normally made with donors, KCLS Foundation Board members, auditors, financial institutions, vendors and KCLS staff. Contacts are both routine and non-routine, regularly made on the incumbent’s own initiative, and occasionally made at the supervisor’s request. Communications may contain confidential/sensitive information necessitating discretion. Some adverse or positive consequences may result from these interactions.

Initiative:

The position operates from organizational and legal guidelines and is responsible for problem solving within own responsibilities and with others within own department. Infrequent design of new procedures or concepts is required. The position operates independently with minimal supervision. The position encounters regular and recurring work situations and decisions are made within specific organizational policy constraints/guidelines as well as applicable laws, governmental guidelines and Generally Accepted Accounting Principles (GAAP).

Accountability:

The position experiences regular interruptions and some flexibility is required. The incumbent should foresee issues associated with own work and identify future needs for supplies, equipment and resources to expedite operations or activities. Position participates in operational planning for the department as part of a group process. The position is responsible for maintaining all relevant fiscal records and related reports under the direction of the Executive Director, Board Treasurer and public accountants and auditors. Consequences of success or failure of the job responsibilities could result in tardy and/or inaccurate financial statements which could deter donations from prospective funders. Delays could also jeopardize grant awards, reimbursements and major gifts. Resources under the control of the position include general ledger and financial statements, donor records, and other documents pertinent to the operation of the Foundation.

Leadership:

The position is responsible for acting in accordance with KCLS values and may provide training or daily work direction to other Foundation staff.
DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, ability and skills of this position is through graduation from a high school or GED equivalent supplemented with two (2) years of specialized course work in fiscal records management and bookkeeping obtained from a technical school or institution of higher education, and two (2) years of increasingly responsible related experience, or any equivalent combination of related education, training and experience. Position related experience in a non-profit organization, public agency or foundation is preferred.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of internal controls and office practices and procedures.
- Considerable knowledge of computer office software such as MS Office products and specialized donor database program.
- Working knowledge of Quick Books.
- Working knowledge of relational databases like eTapestry is desirable.
- Working knowledge of business, accounting and financial systems, procedures and techniques.
- Working knowledge of nonprofit accounting principles and practices.
- Working knowledge of office equipment used in position.

Ability to:

- Work independently with minimal supervision.
- Maintain and process accurate and detailed records, both financial and non-financial.
- Maintain a disciplined, organized approach to all aspects of own work.
- Communicate effectively with staff members, vendors, donors and KCLS Foundation Board members regarding a wide range of concerns, questions and issues, both orally and in writing.
- Fluently read, speak, write and understand the English language.
- Develop and maintain a customer service orientation towards staff, vendors, Board members, donors and the public.

Skill in:

- The use of office computer software and hardware.
- Listening to, understanding and interpreting information received from staff, vendors, KCLS Foundation Board Treasurer, KCLS Foundation Board Members, donors and the public.
- The use of diplomacy and tact to establish and maintain relationship with staff, vendors, KCLS Foundation Board Treasurer, KCLS Foundation Board Members, donors and the public.
SPECIAL REQUIREMENTS

Valid state driver’s license

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Constant sitting, extensive close work and extensive PC monitor work is required.

Advancement Possibilities:
Open depending on education and experience, such as:
Accounting Technician II
Accounting Specialist

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

Final:  7/31/01
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