

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Staff Accountant – Foundation**

Dept.: **KCLS Foundation**

Reports to: **Exec. Director, KCLS Foundation**

Effective Date: **Revised May 2022**

Job Code Number: **10137**

Grade Number: **16, Non-represented**

FLSA Status: **Exempt**

General Position Summary:

Develops and maintains fiscal and administrative policies, procedures, and information in support of the King County Library System Foundation (KCLS Foundation) Executive Director, Board of Directors, and department staff. Assists in preparation of annual budget, audit and Form 990 tax filing. This position performs a variety of intermediate accounting and bookkeeping tasks according to established principles and financial compliance requirements for 501(c)(3) organizations, including: accounts payable, fixed asset inventory, accounts receivable, and other accounting tasks as required.

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. Manage all accounts payable and accounts receivable workflow, account reconciliations, associated general ledger and reporting. Ensure accuracy of journal entries.
2. Develop and maintain organizational controls related to financial and administrative policy and procedures in compliance with GAAP requirements.
3. Assist with financial forecasting and budgeting.
4. Research, resolve and respond to vendor or staff inquiries and discrepancies in a courteous, timely manner. Work with staff members to ensure compliance with donor designations and receipting practices.
5. Act as primary liaison between KCLS Foundation and KCLS Finance Department with respect to reimbursements, grants and in-kind donations.
6. Prepare financial statements and detailed revenue and expenditure reports for KCLS Foundation Board Treasurer and provide detailed information for IRS filings. Identify and document unusual fluctuations from prior periods and budgets for management and Board review.
7. Provide administrative support for KCLS Foundation Finance and Audit Committee. Serve as primary lead on annual audit and ensure the organization files timely and accurate Form 990 as well as renewals with the Secretary of State.
8. Prepare fixed assets for additions, transfers, and deletions. Maintain Fixed Asset Inventory for tracking and perform annual audits.
9. Maintain document retention schedule and ensures compliance.

Secondary Duties:

1. Serve as a member of various employee and KCLSF Board committees as required.
2. Maintain supplies in stock and reorder as needed.
3. 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 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.

**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.

**Decision Quality**

Makes decisions and solves problems, can deal adeptly with varying levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of the outcome. Responds promptly and appropriately in crises situations.

**Work Quality**

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

**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:

A typical way of obtaining the knowledge, ability and skills of this position is through:

- Bachelor's degree in Accounting or related field;
- Three years' increasingly responsible related experience; or
- Any equivalent combination of education, training and experience that provides the knowledge, skills and abilities to perform the duties and responsibilities of the position.
- Position related experience in a non-profit organization, public agency or foundation preferred.
- Working knowledge of GAAP.

Special Requirements:

Valid Washington State driver license

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. Annual event requires constant standing and walking. 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. Extensive close work and computer use is required.

Advancement Possibilities:

Financial & Budget Analyst  
Accounting Supervisor  
Finance Manager  
Other positions 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.

King County Library System  
Job Description: Staff Accountant – KCLS Foundation  
May 2022  
Page 4

Approval: \_\_\_\_\_  
Director of HR