

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

Title: **Staff Accountant**

Dept.: **Finance**

Reports to: **Accounting Supervisor**

Effective Date: **Revised March 2021**

Job Code Number: **10135**

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

FLSA Status: **Exempt**

General Position Summary:

The Staff Accountant is responsible for maintaining financial procedures and confirming financial compliance through preparation of reports and documentation as part of a collaborative Finance team.

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. Assist with month-end, quarter-end and year-end closing process, conducting research and making correction journal entries for account discrepancies, prepare monthly/yearly/accrual journal entries and participate in financial statement preparation.
2. Build detailed revenue and expenditure reports for management, governmental agencies, and the KCLS Board and create internal reports requested by staff.
3. Perform various complex account analyses and reconciliations applying reasonableness tests.
4. Ensure grant compliance reporting and prepare billings for grants and library services for federal, state, county, city, and private organizations.
5. Reconcile the various general fund operating bank accounts, including the payroll bank accounts, multiple credit card bank accounts, and prepare the journal entries.
6. Review and verify accounts payable and accounts receivable transactions to ensure accuracy.
7. Prepare fixed assets for additions, transfers, and deletions. Review of capital expenditures for accuracy of proper account coding.
8. Maintain accounting procedures by following policies and procedures that comply with GAAP and contribute to implementing new GASB requirements.
9. Perform special projects as assigned, including system reengineering and user testing.
10. Provide back-up lead/supervisory functions to various department staff.

Secondary Duties:

1. Participate in the setup and maintenance of new financial systems.
2. Provide backfill for Accounting Supervisor as necessary.
3. Participates in training others as needed.
4. Provides support required to functions overseen by this position.
5. Other related duties as assigned.

Core Competencies:

**Customer Focus**

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

King County Library System  
Job Description: Staff Accountant  
March 2021

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 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.

### **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.

### **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.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- Bachelor's degree specializing in Accounting or related field.
- Two to four years' experience to gain a working knowledge of GAAP, financial statements, grants, and other financial reports involved in a large public service organization.
- Knowledge of Washington State Budgeting, Accounting and Reporting System (BARS).
- Classroom and/or on-the-job training in KCLS specific procedures and guidelines, accounting, and monitoring policies, procedures, standards, and systems.

King County Library System  
Job Description: Staff Accountant  
March 2021

- Any equivalent combination of education and experience that provides the knowledge, skills and abilities to perform the duties and responsibilities of the classification.

### SPECIAL REQUIREMENTS

Knowledge of the OMB Circular A-87, Cost Principles, and the single audit process (preferred not required)

### 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 the 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. Substantial overtime, constant sitting, and extensive PC work are involved in the position.

#### Advancement Possibilities

Financial/Budget Analyst  
Accounting Supervisor

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