

Yakima Valley Libraries
Accounting Assistant
FLSA: Non-Exempt

Job Purpose and Summary

Performs a variety of responsible and confidential advanced and technical accounting functions for the Yakima Valley Libraries. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

Supervision Received and Exercised

Receives general direction from assigned management and may assist in training other accounting staff.

Essential Duties and 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. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves customers without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges customer's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with customers, and verifies that customer's needs are met.
2. May perform a full range of accounting and operational functions including purchasing, accounts payable, accounts receivable, payroll, acquisitions, grant and contracts administration and auditing; performs accounts reconciliations, prepares related worksheets, and assists accounting department staff as needed.
3. Maintains confidentiality of library and employee information.
4. Maintains records, blanket purchase orders and maintenance agreements; creates reports as needed.
5. May perform routine account reconciliations and prepare related deposits, invoices, payments, and work sheets.
6. Assists in developing accounting department objectives.
7. Plans and prioritizes daily work assignments; may assist in providing instruction and direction as required.

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8. May assist with surplus sales, compile and maintain inventory records and fixed assets reports.
9. As directed, may handle donations and corresponding reports.
10. May file, operate office machinery including photocopier, printer and mail equipment.
11. May be required to deliver mail to the post office, or take deposits to the County building.
12. Attends meetings and participates in various committees.
13. Keeps abreast of library developments by attending workshops and educational programs and reading periodicals and specialized literature.
14. May cross train in other accounting functions as assigned.
15. Performs other duties as assigned.

Qualifications

1. Associate of Arts degree from an accredited college, with course work in accounting, finance or business. Related bachelor's degree preferred.
2. Two years of related accounting or financial experience, including experience using automated payroll and accounting systems.
3. In lieu of 1-2, equivalent technical training, education, and/or experience may be substituted.
4. A valid Washington driver's license.

Knowledge of:

1. Principles and procedures of accounting, purchasing, auditing, and record keeping including generally accepted accounting principles as well as working understanding of budgeting, accounting, and reporting practices as outlined in the State of Washington's BARS manual.
2. English usage, spelling, grammar, and punctuation.
3. Grant billing practices in conjunction with OMB circulars for grants.
4. Business Office Springbrook or similar automated payroll and accounting software applications.

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5. General office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, and other office productivity software, and other personal computer applications, emailing systems, and web-based searching.

Skill in:

1. Critical thinking, analyzing problems, resolving problems and dealing with unique situations.
2. Using independent judgment and discretion in a wide variety of situations.
3. Effective written and verbal communications.
4. Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance.
5. Developing and maintaining good working relationships.

Ability to:

1. Gain thorough knowledge of Yakima Valley Libraries' policies, procedures and programs.
2. Represent Yakima Valley Libraries in a positive, responsive manner to the Library Board of Trustees, staff, public, volunteers, and supporters.
3. Learn and practice the principles of intellectual freedom.
4. Apply and adapt established accounting principles and procedures to a variety of fiscal applications.
5. Interpret and apply accounting and fiscal-related laws, ordinances, rules, regulations, policies and procedures.
6. Analyze data and draw logical conclusions.
7. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
8. Exercise initiative and independent judgment in a wide variety of situations.
9. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
10. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.
11. Work and communicate effectively with diverse staff in order to accomplish library goals and objectives.

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12. Operate relevant computer systems, including the automated accounting systems, PC hardware and software, and office machines.
13. Obtain and maintain a valid Washington driver's license.
14. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with library system staff, other agencies and organizations, or vendors will be necessary to resolve situations or problems.

Signature

Date