

**Yakima Valley Libraries**  
**Accounting Assistant Manager**  
**FLSA: Non-Exempt**

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**Job Purpose and Summary**

Performs a variety of responsible and confidential advanced and technical accounting functions for the Yakima Valley Libraries. Responsibilities to include but not limited to performing accounting, budgeting, and financial reporting functions. This includes: general ledger, payroll, receivables and payables, and may recommend policy for issues impacting audited resources. 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 the Accounting Manager. Exercises indirect supervision over 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. Assures that accounting records are accurately maintained, in compliance with YVL and State regulations per YVL and State requirements.
2. Assists in the preparation of the annual budget under the general direction of the Accounting Manager and Executive Director.
3. May assist the Accounting Manager in the preparation of financial reports and schedules.
4. Works closely with the Accounting Manager and the State Auditor's Office during bi-annual audit.
5. Assists in directing accounts receivable, cash receipts, and payable operations.
6. Performs all payroll functions.
7. Works with the Accounting Manager directing general ledger functions, documentation, and reconciliation schedules.
8. Maintains knowledge of current trends, laws, and developments in all areas of accounting and compliance.

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9. Assists the Accounting Manager in maintaining up-to-date procedures; serve as a resource to library staff for accounting related questions and problems, in the absence of the Accounting Manager and may provide necessary training to library system staff.
10. Maintains effective working relationships with library staff members, and vendors.
11. Assists the Accounting Manager in developing work unit objectives with assigned personnel and monitors progress and adjusts work plans as appropriate.
12. Provides feedback for accounting staff performance appraisals.
13. Establishes and maintains effective lines of communication within the Yakima Valley Libraries.
14. Performs other duties as assigned.

### **Qualifications**

1. Associates degree in business administration, finance, accounting, or a related discipline. Bachelor's degree preferred.
2. Five years' experience in a similar work position, including two years' experience in public sector finance or accounting.
3. Three years of related supervisory experience.
4. In lieu of 1-2, equivalent technical training, education, and/or experience may be substituted.

### **Knowledge of:**

1. Current and complex principles and practices of public sector finance and accounting, including payroll, budget preparation and purchasing.
2. Pertinent Federal, State, and local laws, regulations, and ordinances as well as all Yakima Valley Library policies and procedures including BARS, GASB, GAAP, IRS, local, state, and federal regulatory agencies.
3. State and federal law governing industrial insurance, employment taxes, and retirement systems

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4. Springbrook or similar integrated accounting and business software system.
5. Principles and practices of organization, administration and personnel management.
6. Principles and practices of goal setting and project management.
7. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet and other office productivity and personal computer applications, emailing systems, and web-based searching.

### Skill in:

1. Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance.
2. Developing and maintaining good working relationships.
3. Effective written and verbal communications, including public speaking.

### Ability to:

1. Gain thorough knowledge of Yakima Valley Library's policies, procedures and programs.
2. Represent Yakima Valley Library in a positive, responsive manner to the Library Board of Trustees, staff, public, volunteers, and supporters.
3. Supervise accounting staff during the absence of the Accounting Manager.
4. Analyze complex problems, evaluate alternatives, and implement changes.
5. Learn and practice the principles of intellectual freedom.
6. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
7. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
8. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.

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9. Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.
10. Operate relevant computer systems, including hardware and software and office machines.
11. Obtain and maintain a valid Washington driver's license.
12. 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, library customers, other libraries, agencies and organizations, or vendors will be necessary to resolve situations or problems.
6. Some early morning, evening and weekend work may be required occasionally.

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Signature

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Date