

Yakima Valley Libraries

Accounting Manager

FLSA: Exempt

Job Purpose and Summary

Oversees and manages the accounting and reporting functions, purchasing, and inventory for the Yakima Valley Libraries. This includes: development, oversight, and maintenance of accounting procedures; and recommending policy for issues impacting resources; supervision of accounting and purchasing staff; and serves as member of the middle management team. 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 Director. Exercises direct supervision over professional, technical, clerical, and volunteer 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 internal and external customers 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 customers 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. Manages Yakima Valley Libraries system finances, cash flow, investments transfer, debt, assuring that accounting records are accurately maintained in accordance with Washington State Auditor's Office requirements for libraries as outlined in the Budget, Accounting, and Reporting System (BARS).
3. Prepares the annual budget under the general direction of the Library Director; monitors budget compliance; provides revenue and expenditures status reports for Directors, Managers, and Trustees; and recommends adjustments when indicated.
4. Performs or directs complex accounting functions, processes and procedures identifying and preparing financial disclosure requirements, and prepare complex financial reports and schedules which includes preparation of Annual Report for State of Washington and may include a Comprehensive Annual Financial Report (CAFR).

5. Works closely with State Auditor's Office during audit. May recommend policy and procedures to ensure audit compliance.
6. Directs accounts receivable, cash receipts, and payable operations.
7. Works with other managers and those responsible for grant administration to ensure reporting and fiscal compliance, single-audit issues, in-kind match, etc.
8. Directs payroll functions.
9. Directs general ledger functions, documentation, and reconciliation schedules.
10. Directs all purchasing and contracting activities including library materials; oversees office and library supply inventory and distribution system.
11. Directs the fixed asset inventory and control program; and oversees disposal of surplus fixed assets.
12. Directs the development, coordination and oversight of internal accounting controls programs in conjunction with other managers.
13. Verifies and approves adjusting journal entries as prepared by accounting.
14. Oversight and maintenance of debt collection; works with collections to maintain patron accounts in the integrated library system and ensure accurate data.
15. Manages property damage and liability insurance program.
16. Maintains knowledge of current trends, laws, and developments in all areas of responsibility; assures compliance with applicable federal and state laws and regulations, as well as GAAP, BARS, and GASB revisions; advises Library Director of significant developments and changes.
17. Maintains up to date knowledge of prevailing wage and public works projects and advises Library Director of significant developments and changes.
18. Manages the accounting and business software system.
19. Maintains up-to-date procedures; serve as a resource to library staff for business and accounting related questions and problems, and provides necessary training to library system staff.
20. Maintains effective working relationships with library staff members, the Library Board of Trustees, County officials/staff, and vendors.

21. Selects, trains, and motivates personnel; works with employees to correct deficiencies; resolves a wide range of routine and non-routine personnel issues and difficult situations; implements discipline and termination procedures.
22. Serves as a member of the middle management team. Works with other members of the management team to plan library services, project staffing needs, develop and monitor library budget, and evaluate best ways to meet library customer needs.
23. Develops work unit objectives with assigned personnel and monitors progress and adjusts work plans as appropriate. Recommends and administers policies and procedures.
24. Conducts performance appraisals of assigned personnel.
25. Establishes and maintains effective lines of communication within the Yakima Valley Libraries.
26. Conducts research, procedural, and administrative studies and prepares reports, recommending solutions or courses of action relating to implementation of projects and programs.
27. Attends administrative, management, staff, Library Board of Trustees and other miscellaneous meetings.
28. May serve on local or statewide committees representing Yakima Valley Libraries.
29. Participates in professional associations and activities; reads professional journals and publications; reviews current information and trends in public finance and accounting.
30. Performs other duties as assigned.

Qualifications

1. Bachelor's degree in business administration, finance, accounting, or a related discipline. Certified Public Accountant highly preferred.
2. Five years experience in a similar work position, with three years experience in public sector finance or accounting.
3. Three years of related supervisory experience required.
4. A valid Washington driver's license.

FINAL

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. Use and application of automated accounting systems, such as Springbrook.
4. Levy rates and process for junior taxing districts (libraries) in State of Washington.
5. State and federal law governing industrial insurance, employment taxes, and retirement systems
6. Principles and practices of organization, administration and personnel management.
7. Principles and practices of goal setting and project management.
8. 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. Work closely with Director to ensure open and clear communication regarding all accounting and finance transactions.

FINAL

3. Represent Yakima Valley Library in a positive, responsive manner to the Library Board of Trustees, staff, public, volunteers, and supporters.
4. Develop and implement system wide goals, objectives, programs and plans as directed.
5. Effectively manage employees to maximize their productivity and potential.
6. Considerable knowledge of principles of supervision and management.
7. Ability to develop budgets and year-end financial reports.
8. Analyze complex problems, evaluate alternatives, and implement changes.
9. Learn and practice the principles of intellectual freedom.
10. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
11. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
12. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.
13. Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.
14. Ability to learn and manage Library's integrated accounting software programs including time and attendance software.
15. Operate relevant computer systems, including hardware and software and office machines.
16. Obtain and maintain a valid Washington driver's license.
17. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.

FINAL

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. Occasional travel alone within service area may range over 120 miles in a day.
7. Some early morning, evening and weekend work required.

Signature

Date