

Yakima Valley Libraries Business Services Director FLSA: Exempt

Job Purpose and Summary

Oversees and manages Accounting and Human Resources departments for the Yakima Valley Libraries. Functional areas include but are not limited to development, oversight, and maintenance of accounting procedures, recommendations for staffing, compensation plan, employee relations, training and communications, developing policy for issues impacting resources, and supervision of department staff. Ensures that policies, programs, and practices are in compliance with relevant federal and state laws. Serves as a member of the Executive team and advises regarding policy decisions pertaining to current projects and activities. 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 Executive 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. May at times have unsupervised access to children under the age of 18 or a vulnerable adult or person.
3. 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).
4. Prepares the annual budget under the general direction of the Executive Director; monitors budget compliance; provides revenue and expenditures status reports for Directors, Managers, and Trustees; and recommends adjustments when indicated.
5. Performs or directs complex accounting functions, processes and procedures

identifying and preparing financial disclosure requirements, and prepares complex financial reports and schedules which includes preparation of Annual Report for State of Washington and may include a Comprehensive Annual Financial Report (CAFR).

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

FINAL

19. 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. Conducts performance appraisals of assigned personnel.
20. Serves as a member of both the middle management team and the executive team. Works with other members of the management team to plan library services, project staffing needs, and evaluate best ways to meet library customer needs.
21. Develops work unit objectives with assigned personnel and monitors progress and adjusts work plans as appropriate.
22. Formulates, recommends, implements, and/or interprets human resources goals and objectives, plans and programs, policies and procedures, within the framework of the library's mission and system-wide goals and objectives.
23. Under general guidance from the Executive Director, develops and presents system-wide human resources policies for the review of library administration, and for the approval of the Board of Trustees.
24. Oversees compliance with federal, state, and local labor and employment laws and regulations, as well as compliance with library policies and procedures.
25. Consults with and advises managers and supervisors on all human resources and labor relations matters. Ensures system-wide compatibility, and uniform understanding and application of standards, programs, policies, procedures and functions related to human resources and accounting practices.
26. Oversees employee recruitment, including advertising of positions, screening of resumes, and interviews. Monitors and promotes equal opportunity in employment, in compliance with government regulations and the Yakima Valley Libraries Equal Opportunity in Employment plan.
27. Assesses needs and plans, designs, and develops employee orientation program. Oversees new employee orientations and ensures that appropriate paperwork is completed and routed appropriately. Coordinates training and development for all staff. Researches and evaluates training methods and tools.
28. Maintains personnel files and employee benefit information.
29. Advises staff members on personnel and benefits issues. Explains and interprets policies and procedures and assists employees in resolving problems. Makes recommendations to YVL management and provides assistance in resolving employee relation issues.
30. Participates in pre-disciplinary hearings and provides advice as to the appropriate disciplinary action. Ensures system-wide consistency of disciplinary action. Assists in carrying forward with disciplinary action, with approval of

FINAL

Executive Director. This includes: conducts investigations, prepares reports, and holds meetings as necessary, to resolve human resources and discrimination/harassment matters.

31. Consults with legal counsel on personnel and labor matters, with approval of the Executive Director.
32. Analyses work, prepares and maintains accurate job descriptions in consultation with managers and incumbent employees. Develops job evaluation systems, establishes and maintains the formal job grading system, with approval of Executive Director. Assists in planning and implementing staffing configurations and personnel changes system-wide.
33. Facilitates administration of wages, salaries, benefits, and other forms of compensation.
34. Administers performance review and compensation plan to ensure compliance and equity within YVL.
35. Develops and maintains liaison with Washington state agencies concerning retirement plans, medical insurance, workers compensation coverage, and unemployment insurance.
36. Serves as Safety Officer for YVL. Administers comprehensive safety program.
37. Maintains up to date OSHA/WISHA requirements including Accident Prevention Program and evacuation procedures for all facilities.
38. Works with other members of management team to plan library services, project staffing needs, develop and monitor library budget, and evaluate best ways to meet library customer needs.
39. Supervises and provides oversight to assigned personnel to ensure that human resources services meet mission, goals and objectives of the library system.
40. Conducts procedural and administrative studies and prepares reports, recommending solutions or courses of action relating to implementation of projects and programs.
41. Attends administrative, management, staff, Library Board of Trustees and other miscellaneous meetings.
42. May serve on local or statewide committees representing Yakima Valley Libraries.
43. Participates in professional associations and activities; reads professional journals and publications; reviews current information and trends in public finance and accounting.

44. Performs other duties as assigned.

Qualifications

1. Bachelor's degree in business administration, finance, accounting, human resources, or a related discipline.
2. Five years' experience in a similar work position, with three years' experience in public sector finance or accounting, including five years progressively responsible experience as a human resources professional/manager, including labor relations experience.
3. Five years' of related supervisory experience required.
4. In lieu of 1-2, equivalent technical training, education, and/or experience may be substituted.
5. A valid Washington driver's license.

Knowledge of:

1. Current and complex principles and practices of public sector finance and accounting, including payroll, budget preparation and purchasing, as well as public sector human resources management.
2. Pertinent Federal, State, and local laws, regulations governing labor relations, employment law, and benefits administration, 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 and human resources information systems, such as Springbrook software.
4. Levy rates and process for libraries in State of Washington.
5. State and federal laws governing industrial insurance, employment taxes, wage and hour regulations, 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.

FINAL

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 Executive Director to ensure open and clear communications.
3. Maintain strict confidentiality.
4. Represent Yakima Valley Library in a positive, responsive manner to the Library Board of Trustees, staff, public, volunteers, and supporters.
5. Develop and implement system wide goals, objectives, programs and plans as directed.
6. Effectively manage employees to maximize their productivity and potential.
7. Considerable knowledge of principles of supervision and management.
8. Ability to develop budgets and year-end financial reports.
9. Analyze complex problems, evaluate alternatives, and implement changes.
10. Learn and practice the principles of intellectual freedom.
11. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
12. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
13. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.
14. Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.

FINAL

15. Ability to learn and manage Yakima Valley Library's integrated accounting and HR software programs including time and attendance software.
16. Operate relevant computer systems, including hardware and software and office machines.
17. Obtain and maintain a valid Washington driver's license.
18. 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. Occasional travel alone within service area may range over 120 miles in a day.
7. Some early morning, evening and weekend work may be required.

Signature

Date