

Yakima Valley Libraries Accounting Assistant Manager FLSA: Non-Exempt

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 affecting audited resources. Develops adept, collaborative, and resilient team in assigned location; actively manages individual and team performance. Builds and maintains strong and collaborative relationships with colleagues across YVL. Contributes to the development of the Library's strategic direction; develops and executes library plans, which advance YVL's strategic goals. Cultivates a strategic, anticipatory mindset in responding to complex issues in a changing environment.

Supervision Received and Exercised

Receives general direction from the Department manager. Exercises indirect supervision over Business Services 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.

- Provide necessary support, guidance and leadership to employees within assigned location
- Assures that accounting records are accurately maintained, in compliance with YVL and State regulations per YVL and State requirements
- May participate in the creation and communication of the vision and strategic priorities of the library
- Assist in the collaboration with YVL colleagues and Department manager to launch new initiatives, resolve staff and operational issues, and help develop locational service plans that align with strategic priorities
- Analyze complex problems, evaluate alternatives, and implement changes
- Exercise initiative and independent judgment in a wide variety of situations

Final

- Work and communicate effectively with diverse staff in order to accomplish library goals and objectives
- Assist Department manager with annual staff performance appraisals
- Assists in the preparation of the annual budget under the general direction of the Department manager and Executive Director
- Assist the Department manager in the preparation of financial reports and schedules
- Works closely with the Department manager and the State Auditor's Office during audit years
- Assists in directing payroll, accounts receivable, cash receipts, and payable operations
- Assists in directing all accounting functions
- Backup to all payroll and accounting functions
- Works with the Department manager directing general ledger functions, documentation, and reconciliation schedules
- Maintains knowledge of current trends, laws, and developments in all areas of accounting and compliance
- Assists the Department 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 Department manager and may provide necessary training to library system staff
- Maintains effective working relationships with library staff members, and vendors
- Assists the Department manager in developing work unit objectives with assigned personnel and monitors progress and adjusts work plans as appropriate
- Establishes and maintains effective lines of communication within the Yakima Valley Libraries
- Performs other duties as assigned

Qualifications

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

Knowledge of:

- Current and complex principles and practices of public sector finance and accounting, including payroll, budget preparation and purchasing
- Pertinent Federal, State, and local laws, regulations, and ordinances as well as all Yakima Valley Library policies and procedures including BARS, IRS, local, state, and federal regulatory agencies
- Knowledge and support of the principles of intellectual freedom
- State and federal law governing industrial insurance, employment taxes, and retirement systems
- Principles and practices of goal setting and project management
- Springbrook or similar integrated accounting and business software system
- Principles and practices of organization, administration and personnel management
- Principles and practices of goal setting and project management
- Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, other office productivity software, and other personal computer applications, emailing systems, and web based searching

Skill in:

- Using excellent interpersonal skills in a variety of situations and with a diverse library customer and staff population
- Analyzing problems, resolving problems and dealing with unique situations
- Using independent judgment and discretion in a wide variety of situations
- Effective written and verbal communications, including public speaking
- Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance.

Ability to:

- Gain thorough knowledge of Yakima Valley Library's policies, procedures and programs
- Represent Yakima Valley Library in a positive, responsive manner to the Library Board of Trustees, staff, public, volunteers, and supporters
- Supervise Business Services staff during the absence of the Department manager
- Analyze complex problems, evaluate alternatives, and implement changes
- Establish priorities and organize workload; manage time effectively and remain on task despite interruptions
- Plan, organize, and direct the work of self and others
- Exercise initiative and independent judgment in a wide variety of situations
- Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time
- Keep all relevant parties informed of all major issues and to recommend changes as appropriate
- Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives

Final

- Operate relevant computer systems, including hardware and software and office machines
- Obtain and maintain a valid Washington driver's license
- Attend work on a regular and dependable basis

Work Environment and Physical Demands

- Normally seated, standing or walking at will
- Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasion
- Keyboarding and working at a computer monitor for extended periods required
- Phone usage, reading, speaking, and listening required
- Interaction with library system staff, library customers, other libraries, agencies and organizations, or vendors will be necessary to provide and receive information, present programs, and resolve situations or problems
- May at times have unsupervised access to children under the age of 18 or a vulnerable adult or person
- Travel alone within service area may range over 120 miles in a day
- This position is not considered a part of the Middle Management Team
- Works a varied work schedule that could include evenings, weekends, and other hours as determined by the needs of the location

Signature

Date