

Spokane County Library District

CLASSIFICATION: E13

POSITION TITLE: Finance & Accounting Supervisor

GENERAL PURPOSE:

Performs highly specialized accounting work to prepare and maintain accounting and related financial records; records, prepares and enters corrections and adjustments into accounting and automated business systems; responds to questions and/or unusual business-related situations.

POSITION SUMMARY:

The principal function of an employee in this class is to perform specialized accounting work for systematic maintenance of the District's accounting and financial record-keeping system. The Finance & Accounting Supervisor reviews and maintains accounting and financial reporting systems and supervises the daily activities of the Accounting Clerk and Purchasing/Supply Clerk. Work involves administering the daily activities for the district's payroll, accounts payable and receivable, inventory management, controlled assets, and other related business systems. The Finance & Accounting Supervisor trains new clerks and provides technical assistance as needed. Work is performed with considerable independence and latitude to perform work, adjust priorities or recommend changes to existing policies and procedures. The Finance & Accounting Supervisor reports to the Business Manager who reviews work for the accuracy and integrity of accounting and financial records. May assume the responsibilities for the Business Office in the absence of the Business Manager.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assigns BARS codes to accounts payable, accounts receivable, and payroll journal entries.

Monitors accounts payable and cashing processes; recommends and implements new processes or procedures as needed; performs audit function for accounts payable; performs journal entries; balances and assists in reconciling reports and statements.

Performs portion of and coordinates all aspects of payroll to ensure compliance with all applicable federal and state laws, rules, and regulations, and all District personnel policies; reviews changes to payroll laws and regulations and audits conformance by departments; prepares all required payroll reports; calculates overtime payments as required by the Fair Labor Standards Act.

Administers benefit programs including health, dental, vision, life insurance, etc; prepares enrollment lists, tracks eligibility; prepares benefit reports; processes all paperwork for new and terminating employees; maintains benefit files, updating as result of open enrollment, and records including vacation leave, sick leave, family medical leave, etc.

Oversees maintenance of employee master files for payroll and benefit information; establishes rate and table files for system administration; maintains pay type codes; ensures payroll time sheets comply with District policies and federal and state wage and hour laws; prepares final payroll for direct deposit, and prepares payroll related reports. Directly responsible for accurate completion and timely submission of all semi-monthly payroll related tax forms and associated payments.

Updates, maintains, and insures accuracy of withholding tax, social security, retirement contributions and Labor & Industry deduction tables. Prepares and reconciles quarterly and year end state and federal tax reports (i.e. W2, W3, 1099, retirement contributions, Labor & Industries and unemployment.).

Assists in reviewing and verifying the accuracy of transactions and accounting classification assigned to various records.

Supervises the daily activities of the Accounting Clerk and Purchasing/Supply Clerk.

Initial point of contact for all cash collection and/or cash handling issues: coordinate with Business Office staff and circulation staff regarding the receiving, trans-shipment, depositing, and adjusting of all cash received by circulation staff; closely monitor "cash in transit" from its arrival in the Business Office until it is properly

received by the County Treasurer's office, reconciling discrepancies between County offices, bank and the District; perform problem resolution and training for circulation staff on an ongoing basis.

Properly maintain, store, and destroy the District's financial records archived in accordance with guidelines established by the Internal Revenue Service, State archives and the District's record retention schedule.

Primary liaison with Spokane County Auditor's office, Spokane County Treasurer's office, and the District's commercial bank for all issues relating to cash receipts and disbursements, electronic fund transfers, and fund balances held by the county.

Works with state auditors; provides requested information; responds to questions from auditors.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with District staff, vendors, and the public.

Performs special project research, analysis, and report writing work as assigned.

OTHER JOB FUNCTIONS

May perform other tasks as assigned.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Governmental accounting, auditing, and reporting principles and practices and skill in their application;
- Payroll policies, practices, and procedures;
- Accounting codes, classifications, and terminology pertinent to accounts maintenance activities;
- Accounts payable, accounts receivable, payroll, or other general bookkeeping procedures on a computerized system.

Ability to:

- Assist in maintaining financial records and prepare accounting reports and statements;
- Implement accounting manuals, standards and requirements, as directed;
- Learn and develop proficiency in the operation of the District's computerized payroll system;
- Communicate, instruct and train others in necessary input requirements;
- Make mathematical computations with speed and accuracy using a 10-key calculator by touch, as required by the position;
- Print and write legibly;
- Provide technical assistance to district personnel in a pleasant and courteous manner;
- Prepare accurate and concise reports of accounting and/or financial status;
- Establish and maintain effective working relationships with supervisors, co-workers, and other district employees;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job;
- Attend work on a regular and dependable basis.

MINIMUM QUALIFICATIONS:

Persons applying for a position of this class should have:

Three years of experience involving the operation and maintenance of accounting and financial management records such as governmental accounting, payroll, accounts payable/receivable, or general ledger; or substituting course work or training in governmental accounting or financial management for up to two years of the experience; **or** any equivalent combination of education, training, or experience that assures satisfactory performance of essential job functions.

TOOLS AND EQUIPMENT USED:

Desktop/Server Windows-based system and payroll software; 10-key calculator; check signer; phone; copy machine; and fax machine.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Exempt

Salary Range: E13

Revised: 12/31/04