

Position Title	Finance Assistant		
Working Title			
FLSA Status	Eligible	Job Code	
Salary Band	A2	Revised	1/2019

General Purpose

Under clearly defined procedures, this position performs payroll, accounts payable/receivable, cashiering, and other clerical tasks.

Illustrative Examples of Duties and Responsibilities

Accurately enters individual employee data for payroll into the computerized payroll system and prints payroll reports; distributes and files payroll and accounting reports as directed.

Records all approved invoices into computerized Accounts Payable system; prints Accounts Payable checks and distributes vendor payments; assembles all Accounts Payable vouchers and maintains the retained Accounts Payable voucher files.

Corresponds with vendors to obtain their correct Tax Identification Number (TIN), determines proper 1099 filing status and maintains the necessary files.

Re-counts all periodic cash deposits received from all individual libraries and verifies the accuracy of the cash count and deposit summary documents, including cash register tapes. Verifies and adjusts if necessary all cashiers "over or short" amounts and investigates such variances when warranted. Prepares all bank deposits and prepares the accompanying accounting journal entries.

Crosstrain in selected purchasing/receiving/supply functions for the purpose of providing backup when necessary.

Maintains Payroll files and updated Accounts Payable Vendor Files.

Runs reports; files and maintains office documents; provides clerical support as needed.

Responds to employee or vendor questions; refers to appropriate staff person as needed.

Performs other related tasks as assigned.

Supervision

Reports to: Finance Manager

Supervises: n/a



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Administrative Offices
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fax 509.893.8472

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Argonne Library
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Deer Park Library
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Medical Lake Library
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North Spokane Library
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Minimum Qualifications

Required

- High school diploma or equivalent
- 1 year of experience in finance, accounting or payroll.

Preferred

- Associate degree

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

Necessary Knowledge, Skills & Abilities

Knowledge of

- Basic bookkeeping principles and practices.
- Cash handling, internal control and commercial bank deposit procedures.
- General office procedures and practices.

Skill in

- Use of personal computer and Microsoft Office and SharePoint software.
- Use of financial software.

Ability to

- Work effectively with co-workers and other District staff members.
- Follow instruction, set priorities, handle details, and multi-task.
- Prioritize tasks, meet deadlines, work accurately, and maintain confidentiality.
- Communicate effectively both orally and in writing.
- Work in a cooperative and respectful manner in a team environment.
- Consistently demonstrate effective customer service behavior(s);
- Interact in a professional and respectful manner with District staff and the public;
- Maintain confidentiality of employee information;
- Establish and maintain effective working relationships in a team environment;
- Use initiative, problem-solving skills, and sound judgment;
- Work accurately; follow directions; meet deadlines.

Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting/standing at a desk or counter for extended periods of time. Multiple interruptions, troubleshooting, and solving problems requiring research and interpretation are illustrative of the environmental requirements of the position.



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An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds, and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

Special Requirements

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

The duties listed above are intended only as illustrations of the 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.



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