

Position Title	Finance Associate		
Working Title			
FLSA Status	Eligible	Job Code	
Salary Band	A3	Revised	01/2019

General Purpose

Working with moderate supervision, this position is responsible for the procurement and distribution of District goods, services and equipment, as well as providing accounting and administrative assistance to the Finance Office.

Illustrative Examples of Duties and Responsibilities

Examines purchase requisitions for authority and completeness and accuracy of information. Sources items for quality and cost based on these requisitions, prepares purchase orders and submits orders to vendors/suppliers. Provides vendor information and order updates when needed or requested. Assists library staff in resolving problems with purchased items.

Receives and inspects incoming shipments for quality and quantity. Verifies receiving documents against original purchase order, and resolves discrepancies prior to submitting invoices to accounts payable. Secures credit adjustments from vendors as warranted. Maintains the District standard (stock) supply inventory. Analyzes inventory data and initiates necessary action to maintain and adjust the key attributes of economic order quantity, lead time, and reorder points and/or keep-full amounts. Maintains a supply catalog for internal use. Participates in periodic physical inventory counts and subsequent variance reconciliations.

Maintains employee master files for payroll and benefit information.

Enters employee benefit data and payroll deductions; prepares benefit reports, enrollment lists and tracks benefit eligibility; maintains and updates employee benefit files and records. Processes benefit documentation for new and terminating employees.

Prepares and distributes correspondence and reports for all District procurement activity in assigned area.

May perform payroll duties from capturing time submitted through payroll completion and payroll liabilities paid. Serves as primary backup for payroll process.

Assists with the accounts payable and cashiering processes; assists with the audit functions for accounts payable.

May perform journal entries.

May assist with the maintenance, storage and/or destruction of financial records, accordance with guidelines established by the Internal Revenue Service, State archives and the District's record retention schedule.

Performs other related tasks as required.



www.sclld.org
 Administrative Offices
 509.893.8200
 fax 509.893.8472

Airway Heights Library
 509.893.8250
 Argonne Library
 509.893.8260

Cheney Library
 509.893.8280
 Deer Park Library
 509.893.8300

Fairfield Library
 509.893.8320
 Medical Lake Library
 509.893.8330

Moran Prairie Library
 509.893.8340
 North Spokane Library
 509.893.8350

Otis Orchards Library
 509.893.8390
 Spokane Valley Library
 509.893.8400

Supervision

Reports to: Finance Manager

Supervises: N/A

Minimum Qualifications

Required

- Associate degree in accounting, or related field
- Three years' accounting experience
- One year of purchasing experience.

Preferred

N/A

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

Necessary Knowledge, Skills & Abilities

Knowledge of

- Basic business bookkeeping practices and inventory control.
- Purchasing practices and procedures
- Automated accounting systems
- Perpetual inventory systems

Skill in

- Use of computer software, including Microsoft Office applications and specialized software.

Ability to

- Communicate effectively with staff and others, both orally and in writing
- Consistently demonstrate effective customer service behavior(s);
- Interact in a professional and respectful manner with District staff and the public;
- Maintain confidentiality of information;
- Establish and maintain effective working relationships in a team environment;
- Use initiative, problem-solving skills, and sound judgment;
- Work quickly and accurately; follow directions; meet deadlines.
- Maintain detailed and accurate records.



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Work Environment/Physical Demands

Work alternates between an office environment and supply & receiving area. Multiple interruptions, troubleshooting, and solving problems requiring research and interpretation are illustrative of the environmental requirements of the position. This position requires frequent contact with staff and vendors.

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 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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