

Position Title	Finance Manager		
Working Title			
FLSA Status	Exempt	Job Code	
Salary Band	MP2	Revised	1/2019

General Purpose

Working independently with minimal supervision, this position performs specialized accounting and business services to ensure the systematic maintenance of the District's accounting and financial record-keeping system.

Illustrative Examples of Duties and Responsibilities

Administers daily activities impacting the District's payroll, accounts payable and receivable, general ledger, inventory management, controlled assets, and other related business systems. Assigns BARS codes to accounts payable, accounts receivable, and payroll journal entries.

Monitors accounts payable and cashiering 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.

Coordinates preparation and completion of all aspects of the semi-monthly payroll process; ensures compliance with applicable federal and state laws, rules, and regulations, and District 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 employee benefit programs; enters and audits employee benefit data and payroll deductions; prepares enrollment lists and tracks eligibility; prepares benefit reports; processes required documentation for new and terminating employees; maintains and updates benefit files and records including vacation leave, sick leave, shared sick leave, family medical leave, LWOP, 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. Responsible for accurate completion and timely submission of all semi-monthly payroll-related tax forms and associated payments.

Ensures withholding tax, social security, retirement contributions and Labor & Industry deduction tables are accurate and up to date. 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.



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 Administrative Offices
 509.893.8200
 fax 509.893.8472

Airway Heights Library
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 Argonne Library
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Cheney Library
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 Deer Park Library
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Fairfield Library
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 Medical Lake Library
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Initial point of contact for all cash collection and/or cash handling issues; coordinates with staff regarding the receiving, trans-shipment, depositing, and adjusting of all cash received; closely monitor "cash in transit" from its arrival in the Finance Office until it is properly receipted by the County Treasurer's Office, reconciling discrepancies between County offices, bank and the District; perform problem resolution and training for staff on an ongoing basis.

Maintains, stores, and/or destroys 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.

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

May perform other related duties as assigned.

Supervision

Reports to: Finance Director

Supervises: Finance Associate; Finance Assistant

Minimum Qualifications

Required

- Associate degree in Business or Accounting
- Three years of accounting department experience, including payroll, accounts payable/receivable, and general ledger

Preferred

- Bachelor's degree
- Governmental accounting experience.
- Purchasing experience.

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



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Necessary Knowledge, Skills & Abilities

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.

Skill in

- Use of payroll and accounting software.

Ability to

- Assist in maintaining financial records and prepare accounting reports and statements.
- Provide technical assistance to District personnel.
- Prepare accurate and concise reports of accounting and/or financial status.
- 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.

Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting/standing at a desk for extended periods of time. This position requires occasional public contact. The noise level is usually moderate.

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 book 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.



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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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