

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Job Title	Finance Associate		
Reports to	Finance Manager	Supervises	N/A
FLSA/WMWA Status	Eligible for overtime	Remote Work Status	May be eligible for remote work
Revision Date	February 2025	Compensation Band	A3
Working Hours	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
Required	Background & driver license check Credit check		

Job Overview
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.

Qualifications	
The ideal candidate will be able to build relationships at all levels, have 3 years of customer service and accounting experience with one year of purchasing experience.	
The District may accept an equivalent combination of education and experience in lieu of the above.	
Ability to	Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to District services
	Communicate effectively with staff and customers
	Establish and maintain successful team relationships
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
	Follow directions and work quickly and accurately to meet deadlines
	Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
	Interpret, apply, and support system wide policies, procedures, and services
	Maintain confidentiality of customer information
	Model behavior for high levels of service
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
	Use initiative, problem-solving skills, and sound judgement
	Work with and troubleshoot office machines, such as copiers
Knowledge of	Alphabetic, numeric and/or alphanumeric order
	Automated accounting systems
	Basic business bookkeeping practices and inventory control
	Library services and resources
	Microsoft Office and other software applications
	Perpetual inventory systems
	Purchasing practices and procedures
Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes.

Job Duties

The duties listed 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.

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.

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

Processes incoming and outgoing mail, including interlibrary loan items; distributes and/or routes as necessary.

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

Processes and ships discarded library materials, paper products, and ink cartridges for recycling, using contracted vendors.

Enforces the Code of Conduct.

Works to resolve internal and external customer issues effectively and with a customer-first mentality; refers to other departments or staff as necessary.

In addition, this position may:

- Perform journal entries.
- Perform payroll duties from capturing time submitted through payroll completion and payroll liabilities paid. Serves as primary backup for payroll process.
- 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.
- Clean and disinfect individual and common work areas.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other duties as needed or as directed

Work Environment

Work is performed in a warehouse or office environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.

Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

Psychological Demands

Make decisions, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.