

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 Manager		
Reports to	Finance Director	Supervises	Finance Associate
FLSA/WMWA Status	Eligible for overtime	Remote Work Status	Eligible for remote work
Revision Date	March 2025	Compensation Band	MP1
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
With supervision and oversight from a supervisor, this position is responsible for District payroll, accounts payable and receivable, general ledger, inventory management, and other related business systems.

Qualifications	
The ideal candidate will be able to build relationships at all levels, have three years of accounting and/or bookkeeping experience including payroll, accounts payable/receivable, and general ledger with governmental accounting and 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 information
	Model behavior for high levels of service
	Provide technical assistance to District staff
	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	Accounting codes, classifications, and terminology pertinent to accounts maintenance activities
	Accounts payable, accounts receivable, payroll, or other general bookkeeping procedures on a computerized system
	Alphabetic, numeric and/or alphanumeric order
	Governmental accounting, bookkeeping, auditing, and reporting principles and practices and skill in their application
	Library services and resources
	Microsoft Office and other software applications
	Payroll policies, 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.

Administers the preparation and completion of all aspects of the semi-monthly payroll process, including ensuring withholding tax, social security, retirement contributions and Labor & Industry deduction tables are accurate and up to date. 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; responsible for accurate completion and timely submission of all payroll-related tax forms and associated payments.

Responsible for the maintenance of employee files for payroll information; establishes rate and table files for system administration; maintains pay type codes.

Oversees the purchasing, warehousing, and distribution functions for the District.

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; monitor "cash in transit" from all the libraries until its arrival in the Finance Office. Supervises or performs the proper receipting with the County Treasurer's Office. May monitor and reconcile discrepancies between County treasurer, bank, and the District; perform problem resolution and training for staff on an ongoing basis.

Assists in reviewing and verifying the accuracy of transactions and accounting classification assigned to various records, performs journal entries; balances and assists in reconciling reports and statements. Assigns general ledger revenue and expense codes to accounts payable, accounts receivable, and payroll journal entries.

Prepares and reconciles quarterly and year-end state and federal tax reports, including but not limited to: W2, W3, 1099, 1095, Labor & Industries and Employment Security Department.

Oversees cashiering processes; recommends and implements new processes or procedures as needed; performs audit function for accounts payable.

Acts as primary liaison with Spokane County Treasurer's Office, and the District's commercial bank(s) for all issues relating to cash receipts and disbursements, electronic fund transfers, and fund balances held by the county. May act as liaison with Spokane County Assessor's Office.

Maintains the District's financial records archived in accordance with State record retention schedules, and Internal Revenue Service.

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

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

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:

- Clean & 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.

Supervisory Responsibilities

The supervisory responsibilities listed are intended only as illustrative. The omission of specific responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Participate in the hiring process.

Provide constructive feedback and on-time performance evaluations.

Identify training needs and recommend/assign training to meet those needs.

Set priorities and expectations.

Serve as a positive role model, embracing change, in order to motivate and coach staff to grow and further their skills.

Work Environment

Work is performed in an 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 up to 200 pounds on a wheeled cart or hand truck.

Psychological Demands

Make decisions, supervise staff, 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.