

Position Title	Finance Manager		
Working Title			
FLSA Status	Eligible	Job Code	1300
Salary Band	MP1	Revised	01/2022

General Purpose

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.

Illustrative Examples of Duties and Responsibilities

Administers preparation and completion of all aspects of the semi-monthly payroll process, including; 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.

Prepares and reconciles quarterly and year-end state and federal tax reports, i.e., W2, W3, 1099, Labor & Industries and Employment Security Department.

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

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.

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.

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

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

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.

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

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

May clean and disinfect work and common areas.

May perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other related duties as assigned.

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.

Supervision

Reports to	Finance Director
Supervises	Finance Associate Finance Assistant

Minimum Qualifications

The ideal candidate will 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.

Necessary Knowledge, Skills & Abilities

Knowledge of	Governmental accounting, bookkeeping, 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 Microsoft Office and other payroll/accounting applications
Ability to	Provide technical assistance to District personnel
	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 customer 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

Work is performed primarily in an office environment. The noise level is usually moderate. Work may be performed outdoors and exposure to extreme weather conditions may occur

Remote Work

May be eligible for remote work.

Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch for extended periods of time; 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.

Special Requirements

Background check required, per policy.
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 various locations to perform work, and/or attend work-related meetings, workshops, or conferences.

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.