

Finance Specialist

FLSA: Non-Exempt, Union

Job Purpose and Summary

Performs a variety of work activities to support the financial infrastructure of the Mid-Columbia Libraries (MCL) including routine and technical accounting activities, accounts payable, accounts receivable, and inventory control. Oversees facility and equipment maintenance.

Supervision Received and Exercised

Receives general supervision from assigned management and supervisory staff. May assist in training other finance specialists.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Performs routine operational functions including accounts payable (including printing of checks), customer refunds, accounts receivable, and auditing.
2. Maintains vendor list and accounts, applies vendor credits, reviews invoices for correct account coding and authorization.
3. Maintains records and maintenance agreements; creates reports.
4. Performs routine account reconciliation and prepares related deposits, invoices, payments, work sheets, cash balances, proofs and schedules.
5. Maintains inventory database and organizes inventory taking process.
6. Prepares state B & O and Use tax returns. Transmits tax data and payments electronically to state.
7. Reconciles payroll bank account to general ledger.
8. Calculates E-rate refund amounts and prepares submission for E-rate program. Coordinates submission with Systems Librarian.
9. Handles customer collections, bankruptcy notices and NSF letters to customers. Makes proper documentation in SAM/Polaris system related to activity.

10. Interprets and applies laws, rules, regulations and fiscal policies and procedures to assigned work functions and programs; implements state auditor recommendations; monitors and recommends adjustments to fiscal systems.
11. Provides training to other library staff members on cash handling and cash reconciliation, invoice payment process, and other financial activities.
12. Plans, prioritizes, assigns, supervises and reviews the work of assigned staff inclusive of union contract employees to ensure efficient and effective operations; provides or coordinates staff training; provides leadership to the work team; and works with employees to correct deficiencies.
13. Supervises and directs the work of assigned personnel inclusive of union contract employees to ensure that facilities maintenance meets objectives of the strategic plan and annual work plans. Develops work unit objectives and monitors progress and adjusts work plans as appropriate. Reviews and evaluates work products, methods and procedures. Recommends and administers policies and procedures.
14. Conducts performance appraisals of assigned personnel inclusive of union contract employees.
15. Prepares materials for posting on staff intranet.
16. Compiles various library statistics and prepares reports, as needed.
17. Keeps abreast of current accounting practices by attending workshops and educational programs or reading specialized literature.
18. Attends meetings and participates on various committees.
19. Performs other duties as assigned.

Qualifications

1. Associate of Arts degree from an accredited college, with coursework in accounting, finance, or business.
2. Three years of related experience, including experience using automated accounting software.
3. Or equivalent technical training, education, and/or experience.

Knowledge of:

1. English usage, spelling, grammar, and punctuation.
2. General office procedures and practices.
3. Basic principles and procedures of accounting, auditing, and record keeping.
4. Automated accounting and purchasing software applications.
5. Current office methods, equipment, practices and procedures including PC usage and familiarity with Microsoft Word and Excel, Crystal Reports, emailing systems, and web-based searching.

Skill in:

1. Typing, word processing or entering data at a speed and accuracy level necessary for successful job performance.
2. Developing and maintaining good working relationships.
3. Listening to, understanding and interpreting information received from library vendors and library employees.

Ability to:

1. Gain thorough knowledge of MCL's policies, procedures and programs.
2. Represent MCL in a positive, responsive manner to vendors and the public.
3. Apply and adapt established accounting principles and procedures to a variety of MCL fiscal applications.
4. Interpret and apply accounting and fiscal-related laws, ordinances, rules, regulations, policies and procedures.
5. Analyze data and draw logical conclusions.
6. Prepare and maintain accurate reports and records.
7. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions, while paying attention to detail.

8. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
9. Work and communicate effectively with diverse staff in order to accomplish library goals and objectives.
10. Operate relevant computer systems, including hardware, software and office machines.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with library vendors, county employees, and other MCL staff member will be necessary to resolve situations or problems.

October 5, 2009