

## Accountant

JOB TITLE: Accountant  
FLSA STATUS: Non-exempt  
GRADE: 38  
DEPARTMENT: Finance  
APPROVED DATE: 05/2024  
REVISED DATE:

### **Job Summary**

Perform accounting duties in several functional areas focusing on financial accounting, grant accounting, treasury operations, and other similar areas and have an understanding and ability to assist others in the finance department with accounts payable and accounts receivable. This position maintains and reconciles assigned accounts, prepares financial data and reports in compliance with Library District accounting policies, cash-basis Budgetary, Accounting, and Reporting System (BARS), and has a working knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), federal Uniform Guidance (UG).

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

### **We Value Lived Experience**

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

### **Essential Functions**

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Perform a variety of accounting tasks such as maintaining ledgers, reviewing initial entries, providing information for the budgeting process, collaborating with internal departments to gather information and provide reports, and interact with customers and vendors to resolve questions and concerns.
2. Perform monthly reconciliation of significant general ledger and BARS accounts, bank reconciliation, as well as maintenance of the financial system.
3. Review and analyze specific accounting policies, procedures, and systems to ensure efficiency and accuracy of the process for cash-basis organizations using GAAP as the underlying guidance.
4. Remain current on new and updated financial reporting guidelines set by standard-setting agencies and implement them as part of Library District operations.
5. Assist in the development and installation of new accounting and related systems/modules or modifications to existing systems.
6. Provide backup support to the Accounting, Finance, and Contracting team as needed.
7. Oversee administration and monitoring of grants and contracts related to grants as well as perform grant award setup, monthly contract financial tracking, and contractor/subrecipient monitoring.
8. Review monthly contractor invoice packet(s) for accuracy and completeness prior to the invoice being entered into the financial system.
9. Review and reconcile monthly internal expenditures for account coding, allowability, matching requirements, and other key assertions for grant-funded projects prior to requesting reimbursement from funders.
10. Collaborate with other departments that manage the programmatic operations of grants to ensure accurate and timely reporting.
11. Prepare revenue journal entries related to grant reimbursement requests.
12. Remain current on federal, state, and local compliance requirements for grants.
13. Prepare annual Schedule of Expenditures of State Financial Assistance and Schedule of Expenditures of Federal Awards with supporting documents for the annual financial statements.
14. Assist with training other departments' staff as necessary regarding post-award grant management.
15. Facilitate and meet with awarding agencies as appropriate.

16. Assist the Finance Manager with identifying and evaluating leases, subscription-based IT Arrangements, Public-Public and Public-Private Partnerships, and other right-to-use assets/lease-type agreements and transactions.
17. Review and reconcile monthly/quarterly known leases/lease-type transactions and update for any additions or disposals.
18. Collaborate with other departments that manage the leases/lease-type related assets to gather information needed to prepare and reconcile reports.
19. Update and prepare annual lease schedules for financial statement reporting and disclosure.
20. Oversee the administration of capital assets, non-capital assets inventory, and other small and attractive assets tracking/monitoring in collaboration with other departments
21. Prepare reporting on the various assets/inventories as needed and support other departments for disposal of assets.
22. Oversee the administration and collection of cash and cash equivalents from library branches for copy/print services, and lost materials fees.
23. Prepare weekly and monthly reports, including but not limited to, waived lost materials, cash management tracking, and fees/usage evaluation.
24. Prepare monthly reconciliation of P-Cards and review P-Card statements of cardholders in Finance to maintain segregation of duties. Provide backup for the primary P-Card reviewer as needed.
25. Perform other duties as assigned

### **Supervision**

This position reports to the Finance Manager – Contracts and Compliance. Supervision of the work of others is not a normal part of the work of this position.

### **Knowledge, Skills, and Abilities**

1. Working knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and federal Uniform Guidance (UG).
2. Knowledge of and skill in governmental accounting.
3. Knowledge and skill in applying various accounting and financial principles, methods, and best practices.

4. Knowledge and skill in applying internal controls at the transaction level and the financial reporting level.
5. Knowledge of and skill in learning, understanding, and using various automated accounting and financial management systems as well as preparing and using manual and computerized/electronic data.
6. Knowledge and skill in interpreting and applying various federal, state, and local rules, regulations, ordinances, resolutions, codes, and guidelines.
7. Knowledge of contract administration.
8. Skill in establishing and maintaining effective working relationships with a diverse group of internal and external stakeholders at all levels.
9. Skill in written and oral communication as well as organizing materials and presenting them in a clear, concise, and logical manner.
10. Skill and proficiency with MS Office Suite, with an intermediate/advanced knowledge of Excel to create, evaluate, and reconcile complex spreadsheets.
11. Skill and proficiency in adjusting to competing priorities and managing multiple tasks while maintaining attention to detail.

### **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. These skills and abilities typically are acquired through a combination of experience and training, including university-level education with a 4-year degree in Accounting, Finance, Business Administration or related field required, OR any equivalent combination of experience and education necessary to successfully perform the duties of the job.
2. At least 2 years of professional, progressive responsibility in budgeting, finance, financial accounting, and/or audit required. Four or more years of experience preferred.

### **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent may occasionally lift and/or move objects or materials weighing up to 25 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.