

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Accounting Technician I**

Dept.: **Business and Finance**

Job Code Number: **10150**

Reports to: **Varies**

Grade Number: **8, Non-represented**

Effective Date: **April 2004**

FLSA Status: **Non-Exempt**

General Position Summary:

This entry-level position is responsible for providing support to purchasing, payroll, and/or accounts payable/receivable accounting functions as assigned.

Essential Duties/Major 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.

- Provides quality customer service by responding to questions and performing job responsibilities in a helpful, courteous and timely manner.
- Obtains forms and other information, as required, and inputs into appropriate databases.
- Prepares and processes forms and other information as required by area of assignment.
- Prepares, sorts and distributes information.
- Follows up with departments and branches regarding information and specific questions as required.
- Verifies, tracks, updates, reconciles, and/or resolves problems with records, files, forms, statements, or other information and documentation.
- Researches discrepancies in data, reports, etc., and resolves disputes as required.
- Monitors and maintains files, records, etc, as assigned.
- Processes information for and prepares internal and external regular, month-end, quarterly, and/or other special reports as required.
- Maintains supplies in stock, reorders as needed, and distributes as required.

Individuals in this classification are typically assigned to one of the following areas and perform the essential duties listed, but not limited to, those below:

Purchasing Function –

1. Obtains and records quotations form vendors.
2. Sorts and mails invoices to departments and branches for payment approval signatures.
3. Matches approved payment invoices with orders, sends to accounts payable.
4. Closes and files invoices.
5. Types Purchase Orders that have been approved.
6. Distributes supplies received from purchase orders.
7. Contacts vendors regarding order status and other specific questions or concerns regarding specific orders.
8. Maintains database that tracks Purchase Orders and Invoices.
9. Tracks late payments, works with vendors and AP to resolve problems.

10. Maintains supplies in stock and reorders as needed.
11. Double checks cash and checks received and records deposit slip.

Payroll Function –

1. Collects timesheets.
2. Enters payroll data into system.
3. Assists with the verification of payroll data.
4. Enters changes to employee data (address, salary amount, status changes, etc.).
5. Responds to employee questions as required.
6. Prepares and distributes paychecks.
7. Files payroll reports and employee data.
8. Prepares and distributes timesheets.
9. Completes month end processes (over accrued vacation, 69 hour report, etc.).
10. Assists with quarterly reporting (Employment Security department, Department of Labor and Industries, etc.).

Accounts Receivable/Payable Function –

1. Monitors accounts receivables and bank deposits.
2. Records cash receipts and bank transactions.
3. Prepares daily deposit(s) for Service Center.
4. Applies payments and credit memos to specific unpaid invoices.
5. Maintains Business Office accounts payable and receivable files.
6. Performs monthly reconciliation of petty cash funds.
7. Processes patron refund requests.
8. Manages postage stamp inventory and fulfills library stamp requests.
9. Serves as vacation backup for Accounts Payable Specialist.
10. Enters AP vouchers for KCLS materials invoices.
11. Maintains Service Center bank statements and correspondence.

Secondary Duties:

1. Performs other related duties as assigned.

Communication:

Contacts are normally made with other KCLS employees but incumbent may have contact with outside vendors. Contacts are regularly made on the incumbent's own initiative or are initiated by a third party. Occasionally contacts are made at the supervisor's request. The position has a requirement to interact with customers (KCLS employees and staff) regularly. Communications frequently contain confidential/sensitive information necessitating discretion at all times.

Initiative:

The position operates from specific and definite directions and instructions (a high level of detail) and is responsible for problem solving with others within own department. No formal responsibility exists for designing new programs/services or concepts and the job involves a moderate degree of complexity. The incumbent operates independently with minimal supervision and recurring work situations are

experienced with occasional variations from the norm. Decisions are made within specific organizational policy constraints/guidelines.

Accountability:

The position experiences regular interruptions and some flexibility is required. The incumbent foresees issues associated with own work and identifies future needs for supplies, equipment and resources. May participate in operational planning for the department as part of a group process. Decisions made by this position have broad/far reaching impact on employees or invoice processing, etc. across the KCLS. Work is occasionally monitored or checked by another. Errors or delays in the incumbent's work can cause late or incorrect payment to invoices, double payments or incorrect accounts being charges for payments made to vendors, contractors, etc. The position is responsible for maintaining all relevant records, supplies and equipment.

Leadership:

The position does not include mentoring responsibility but is responsible for acting in accordance with KCLS values.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED. A typical way of obtaining the knowledge, skills and abilities outlined is through some higher education or vocational training, specializing in business/accounting systems, procedures and methods or a related field; and one to two years of experience with emphasis on accounting, bookkeeping, payroll or purchasing related function; or an equivalent combination of training and experience to successfully perform the duties of the position.

Necessary Knowledge, Ability and Skills:

- Extensive knowledge of business, accounting, payroll and financial systems, procedures and techniques.
- Extensive knowledge of computer hardware and software such as Excel, Word, and database programs.
- Extensive knowledge of office equipment used in position.
- Considerable knowledge of English and math.
- Working knowledge of business, payroll and accounting departments and how the functions and services provided fit into an organization.

Ability to:

- Accurately process high volumes of extremely detailed data under tight timeframes.
- Communicate effectively with employees or vendors regarding numerous concerns in a wide variety of work situations.
- Read, speak, write and understand the English language.
- Develop and maintain a "customer service" orientation towards employees, staff, vendors or others.

Skill in:

- The use of computer software and hardware.
- Working with a team orientation to solve problems and work efficiently.
- Listening to, understanding and interpreting information received from employees, staff or vendors.
- The use of diplomacy and tact to establish and maintain relationships with employees or vendors as well as staff.

SPECIAL REQUIREMENTS

None

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Constant sitting, extensive close work and extensive PC monitor work is required.

Advancement Possibilities:

Accounting Technician II
Accounting Specialist

The duties listed above are intended only as illustrations of the various 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.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01
Revised: 4/21/04