

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Accounting and Purchasing Manager**

Dept.: **Business and Finance Office**

Job Code Number: **10130**

Reports to: **Director of Finance**

Grade Number: **20, Non-represented**

Effective Date: **January 2010**

FLSA Status: **Exempt**

General Position Summary:

Manages Accounting and Purchasing units within the Business Office. Ensures accounting records are maintained in compliance with applicable regulations and standards. Performs contract administration and ensures purchasing operations are conducted in compliance with KCLS policies and Washington State law. Develops processes, policies and procedures related to the accounting and purchasing functions. Provides supervision, training and performance review of assigned personnel. Promotes team collaboration and best use of staff capabilities. Manages relationships with vendors and external agencies.

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.

1. Develops operating policies and procedures related to the Accounting and Purchasing functions within KCLS Business Office.
2. Interfaces with other KCLS departments, vendors and external agencies regarding all Accounting and Purchasing related matters.
3. Responsible for interpreting all GASB, Federal, State, and local accounting standards and aligning the KCLS Accounting function as required.
4. Accountable for all financial reporting, operations accounting, grant accounting, related-entity accounting, and revenue handling activities.
5. Manages and directs the Request For Proposal process, contract development, and administration of all non-construction vendor contracts and purchasing activities.
6. Accountable for the management and administration of all accounting data via accounting software (e.g., JD Edwards, etc.)
7. Documents, develops, implements, and manages policies, procedures, and internal controls to ensure accurate and efficient Accounting and Purchasing operations.
8. Manages and coaches direct reports as well as conducts periodic performance evaluations.
9. Ensures that Accounting and Purchasing Staff are appropriately staffed, trained, and managed.
10. Performs special projects as requested by Director of Finance.

Secondary Duties:

1. Provides backfill for Director of Finance and Financial & Budget Analyst as necessary.
2. Participates in training others as needed.
3. Provides necessary support to functions overseen by this position.
4. Serves as a member of various committees, as assigned or required.
5. Other related duties as assigned.

Communication:

The position has regular interaction with a broad range of people both in individual and group settings. Contacts may be with the staff, internal and external customers, vendors, other government agencies and outside auditors. Contacts frequently contain confidential or sensitive information necessitating the need for discretion at all times.

Initiative:

The position operates independently with some supervision for new or unusual situations or assignments. Incumbent is responsible for problem solving and for developing department's accounting and purchasing practices and procedures. Job involves a high degree of complexity with consequences across KCLS. Work involves frequent new and varied situations. Decisions are made within broad interpretation of applicable laws, governmental guidelines and Generally Accepted Accounting Principles (GAAP).

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The position makes decisions that have impact across a number of KCLS work units. Work is occasionally checked by the Director of Finance and State Auditor. Errors in the incumbent's work could result in lack of compliance with GAAP or State law, could result in audit findings or jeopardize future funding requests. Delays could result in tardy financial statements. Delays could also jeopardize grant reimbursements.

The incumbent has planning and goal-setting responsibilities within own unit focusing on impact that the plan has on others.

Leadership:

The position is responsible for mentoring and managing the accounting and purchasing functions and staff. It is responsible for acting as a role model for others and for promoting KCLS values throughout the organization and as a representative of the organization to vendors and service providers.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined below is graduation from a four-year college or university with major coursework in accounting, finance or related field; five to eight years of accounting and/or purchasing experience, preferably in the public sector; three to five years supervisory experience in an accounting and/or purchasing department. A CPA is required.

### Necessary Knowledge, Ability and Skills:

- Thorough knowledge of finance and accounting practices including Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and Budgeting Accounting & Reporting System (BARS).
- Extensive knowledge of local, state, and federal regulations related to accounting, reporting, and purchasing.
- Thorough knowledge of internal control and audit principles & procedures.
- Familiarity with accounting and purchasing systems/processes – JD Edwards, preferred
- Considerable knowledge of guidelines applicable to local governments for grant accounting and compliance including OMB Circulars A-87 and A-102.
- Considerable knowledge of public sector requirements and procedures.
- Considerable knowledge of English and math.

### Ability to:

- Analyze and evaluate accounting data and procedures in order to ensure the integrity of the KCLS accounting records.
- Interpret regulations and guidelines, developing recommendations for process changes, as necessary.
- Understand and evaluate contract language and terms.
- Establish and maintain effective working relationships with KCLS employees and external contacts.
- Maintain a disciplined, organized and detail oriented approach to all aspects of own work.
- Work in a fast-paced, deadline driven environment with multiple projects and changing priorities.
- Develop priorities and handle many tasks and projects at the same time.
- Effectively manage employees to maximize their productivity and potential.
- Use diplomacy and tact to establish and maintain relationships with internal staff, subordinates and outside contacts.

### Skill in:

- The use of computer hardware, software and programs typically used in an office setting.
- Communications with staff, vendors, and regulatory agencies, both written and verbal.
- Project management, supervision and organization.

- Listening to, understanding and interpreting information received from staff and external contacts.
- Research and analysis of complicated financially related issues and situations.
- Coordinating and leading others in projects, teams and cross-functional activities organization-wide.
- Developing, training and providing leadership to departmental staff.

## SPECIAL REQUIREMENTS

CPA required.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 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. Occasional overtime, constant sitting and extensive PC work are involved in the position.

### Advancement Possibilities:

Director of Finance

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: \_\_\_\_\_  
Director of HR

Final: 11/23/2009