

Accounting Technician

JOB TITLE: Accounting Technician

FLSA STATUS: Non-exempt

GRADE: 36

DEPARTMENT: Administrative Services

APPROVED DATE:

REVISED DATE: 09/2019, 02/2022

Job Summary

This position is responsible for providing accuracy, policy and statutory compliance, and timeliness in the day-to-day administration of accounts payable under minimal supervision. This position will frequently interact with all levels of employees across the Library System, as well as outside vendors and contacts, so professionalism, judgment, and excellent communication and consulting skills are required. This position ensures proper accounting for all accounts payable and related transactions that are critical to the operations of the Library System. 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. Review invoices received for validity and perform mathematical calculations to verify the accuracy of information prior to processing for payment. Audit invoices for proper account

codes and signature approvals complying with assigned authority levels; ensure account codes used are compliant with Sno-Isle Libraries' chart of accounts and the State's Budget Accounting and Reporting System (BARS), and are aligned with the annual adopted budget so that results / reports support management in making spending and budgetary decisions.

2. Interpret vendor contracts/invoices to ensure appropriate price, rates, tax, and terms are applied to payments. Review, identify and resolve problems and discrepancies on records, including research and making adjustments to vendor accounts or accounting records.
3. Evaluate all check requests and manage all invoices for proper authorizations and accuracy.
4. Post, record, enter, and update manual and/or automated accounting records, including accounts payable, expense reports, customer refunds, and bank deposits. Perform data collection and submission for E-rate claims processing.
5. Compile, review and submit all Washington State excise tax information for monthly payment to the Department of Revenue.
6. Manage petty cash, ensuring proper authorization before petty cash is distributed. Perform monthly counts of the petty cash box, research, and resolve any discrepancies.
7. Administer and maintain all Library credit cards, ferry cards, and gas cards. Ensures all cards checked out on a temporary basis are returned timely. Match receipts received from employees to card statements, prior to processing payments to card companies.
8. Prepare, review, distribute, and file annual 1099 forms for all outside contractors, and file Federal 1099 return.
9. Coordinate with the Island County Treasurer's Office for the timely processing, recording and payment of LCFA vendor liabilities. Prepare authorized documents for governing bodies.
10. Manage risk by ensuring and maintaining defect free transactions associated with accounts payable payment cycles and bank deposits.
11. Work collaboratively with employees at all levels of the organization, to detect issues, provide recommendations, and implement agreed upon solutions related to moderately complex transactions and system discrepancies.
12. Responsible for transitioning paper document into an electronic format. Manage documents related to the position in accordance with retention scheduling guidelines and dispose of historical documents as appropriate.

Additional Duties and Responsibilities

1. Train Library staff on cash disbursement processes and policies as needed.
2. Ability to continue learning in accounting, statutory requirements and systems.
3. Prepare correspondences and reports.
4. Train new staff as needed.
5. Attend meetings, trainings, and workshops as assigned.
6. Assist with special projects as required.
7. Perform other duties as assigned.

Supervision

This position reports to the Accounting Manager. Supervision of the work of others is not a normal part of the work of this position.

Knowledge, Skills, and Abilities

1. Knowledge of business practices, financial terms, accounting processes and principles.
2. Knowledge of Federal and State requirements for compliance and filings. Strong working knowledge on Washington State sales and excise tax rates and calculations.
3. Intermediate Excel skills, including thorough knowledge of complex spreadsheets. Ability to create systems queries and interpret a variety of data and information to drive decision making.
4. Ability to use accounting procedures and business mathematics.
5. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
6. Ability to communicate effectively with diverse audiences.
7. Ability to respond to common inquiries or complaints from customers, Library staff, and supervisor, providing strong levels of customer service. Strong communication skills to interact effectively with vendors/contractors, employees, and management in a professional manner.
8. Ability to work cooperatively and maintain effective interpersonal skills with Library staff, vendors and representatives of outside agencies, and co-workers.
9. Demonstrated problem solving skills, including the ability to recommend options and implements solutions. Recommend and participate in process improvement projects and/or opportunities to gain efficiencies in workflow.

10. Ability to perform work with speed and attention to detail, performing data entry quickly and accurately.
11. Ability to work independently and to set priorities.
12. Ability to maintain integrity of custody of Library funds.
13. Ability to be a team player, proactive and focused.
14. Ability to understand and carry out moderately complex oral and written instructions.
15. Ability to effectively present information to external parties, internal departments or group of employees.
16. Ability to perform work individually and as a team.

Education and Experience

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

1. High school diploma or GED equivalent, and two of the following:
 - Minimum two years' experience with complex accounting software.
 - Experience or training in entry level accounting.
 - A two-year college level education, with accounting courses preferred.
2. Must have strong ethics and desire for excellent stewardship of public funds.

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.

