

Finance Coordinator

DEPARTMENT:	Finance
GRADE:	62
CLASS CODE:	FINCOORD
FLSA STATUS:	Exempt
UNION STATUS:	Represented
REVISED DATE:	March 2021

Summary:

The Finance Coordinator oversees the receipt and reconciliation of revenues and accounts payable functions, maintains the general ledger, and prepares financial documents under limited supervision. Incumbents in this position develop, interpret and prepare recommendations for resource allocation, and provide budget analysis, fiscal reporting and forecasting services for Timberland Regional Library's Finance Department.

Reporting Relationships and Team Work:

Reports to the Finance Director as part of a service-oriented team. May provide direction to Finance Staff.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. 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.

1. Prepares and reconciles a variety of financial records and statements, including financial statements, budget comparisons, payment summary reports, tax payments, and other internal financial reports for departmental stakeholders and the Board of Trustees.
2. Prepares and presents information to enable expenditure and workload forecasting in support of annual and periodic budget preparation.
3. Reviews and reconciles the general ledger, revenue statements, accounts payable, payroll, and TRL's cash and bank accounts. Provides backup assistance to payroll and accounts payable functions.
4. Oversees TRL's General Ledger, coordinating monthly, quarterly and annual reporting processes as directed. Acts as point of contact with staff, vendors and contractors as needed.
5. Receives, verifies, and records funding from District library facilities funds.

6. Coordinates the invoicing and collection of outside contract fees between TRL and non-annexed cities.
7. Processes the cancellation of warrants considered stale.
8. Reviews and summarizes legislation, contracts, and other documents that pertain to the successful operation of the District.
9. Reports and coordinates with state surplus for disposition of recorded items in compliance with applicable federal and state regulations.
10. Reviews accounting policy and reports any incidents not in compliance with district policy or the Washington State Budget, Accounting and Reporting System (BARS).
11. Performs other duties as assigned or required.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Performing and coordinating a variety of professional accounting functions.
2. Monitoring and ensuring compliance with accounting regulations, policies, and standards.
3. Reconciling general ledgers, bank accounts, and monthly benefits.
4. Analyzing data and preparing financial statements and reports.
5. Establishing and maintaining effective working relationships with Library and department staff, other library systems, outside agencies, and vendors.
6. Positively reflect TRL's mission, vision, and values to the staff and public.
7. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
8. Communicate effectively verbally and in writing.
9. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
10. Demonstrates a positive attitude and flexibility.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Knowledge of Generally Accepted Accounting Principles.
2. Federal and state laws, regulations and standards governing accounting activities.
3. Knowledge of computerized accounting systems and software.
4. Ability to analyze and solve routine discrepancies, prepare and maintain accounting records, and act as steward of confidential financial information.
5. Skill in data gathering and information compilation for statistical reporting.

Technology Requirements:

- Strong computer skills, to include word processing, creating spreadsheets, document management and organization, email applications and the internet.
- Library technology, resources, databases and software.
- Intermediate Microsoft Office Suite skills (Teams, SharePoint, Outlook, Word, Excel) to satisfactorily complete job responsibilities.

Education and Experience:

Bachelor's Degree in Accounting or Business Administration, and five years combined professional bookkeeping, accounting, budgetary and finance experience OR an equivalent combination of education and experience

Licenses, Certifications, and Special Requirements:

- A valid Washington State Driver's License.
- Must pass and maintain a criminal background check.

Physical and Environmental Conditions:

- Work is performed in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 40 pounds.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer