

## Finance Specialist

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GRADE:	49
CLASS CODE:	FINSPEC
DEPARTMENT:	Finance
FLSA STATUS:	Non-Exempt
UNION STATUS:	Represented
REVISED DATE:	May 23, 2019

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**Summary:** Under general supervision, coordinates and performs general accounting and purchasing for Finance and Collection Services. Works to ensure current, efficient and effective workflows for ordering, receiving, invoicing, and payments.

**Reporting Relationships and Team Work:** Reports to the Finance Director as part of a service-oriented team.

### 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.*

*May be assigned any of the following duties:*

1. Prepares and maintains a variety of accounting and financial records, files, and documentation.
2. Provides timely, accurate reports on weekly, monthly, and annual schedule, as required or requested.
3. Works with Collection Services to monitor ordering processes to ensure flow of materials into the department is manageable and orders are submitted and received in a timely manner.
4. Receives and processes requests and fills orders as necessary. Purchases goods required to support materials processing and office supplies for Collection Services.
5. Orders library materials and supplies and communicates with vendors to problem solve issues.
6. Receives, verifies, and maintains purchasing invoices; generates vouchers for Finance Office.
7. Coordinates the invoicing and payment of print and non-print library materials for the District.

8. Coordinates the invoicing and payment of library materials and supplies for the department. Attaches purchasing documentation to invoices; codes and authorizes invoices for payment.
9. Monitors shipments received for accuracy and quality; ensures invoices match shipments and prices quoted by vendors.
10. Conducts research to identify new vendors and obtain better pricing and service for the District.
11. Performs general accounting functions including reconciling vendor statements, ILS balances with accounting software balances, and annual fiscal roll-over in ILS.
12. Performs other duties as assigned or required.

### **Education and Experience:**

Associate's Degree in Business, Library Technology or a related field, and two years library acquisitions experience or two years of accounting experience, including experience with MARC cataloging; or an equivalent combination of education and experience.

### **Licenses, Certifications, and Special Requirements:**

A valid Washington State Driver's License.

### **Core Skills and Qualities:**

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

1. Ability to think critically and problem solve in improving department workflows and meeting the needs of our patrons.
2. Demonstrates quality customer service.
3. Communicates effectively.
4. Reliability and dependability.
5. Demonstrates a positive attitude and flexibility.
6. Works well with others, show respect, contribute to the team.
7. Demonstrates library values of service, integrity, collaboration and community focus.

### **Required Knowledge, Skills, and Abilities:**

*Employees are expected to perform or possess the following:*

1. Understands and maintains high customer service standards and procedures for TRL as a district and for the Collection Services Department.
2. Principles, practices, and standards of library acquisitions. Coordinating and performing acquisitions activities within a large library system.
3. Current trends and developments in the field of public library acquisitions and purchasing.
4. Policies and procedures relative to purchasing within a public library system.
5. Automated acquisitions systems/databases and standard computer software applications, including keeping current on ILS vendor updates and enhancements. Testing

and recommending changes to processes and procedure to reflect a flexible, effective workflow in the department.

6. Liaising with vendors regarding order delays, replacements, and credits.
7. Acquisition resources and library materials relative to area of assignment.
8. Library materials processing and circulation processes.
9. General accounting/bookkeeping principles and practices and purchasing principles, practices, and methods.
10. Ensuring the timely and correct payment to vendors and ensuring proper authorization and coding for payment of invoices.
11. Establishing and maintaining effective working relationships with District departments and staff, outside agencies, and vendors.
12. Effective organizational skills, including ability to multitask and manage multiple projects at the same time and adaptability to changing priorities to meet demands of the department.
13. Performs other duties as assigned or required.

### **Technology Requirements:**

- Use of office equipment, including but not limited to Personal Computer and related software packages to perform advanced analysis, information retrieval and tracking.
- Keyboard and alpha/numeric data entry skills
- PC navigation skills in a Windows-based environment; ability to connect and print
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews)
- Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities

### **Technology Desired:**

- SharePoint

### **Physical and Environmental Conditions:**

- Work is performed in a standard office environment and warehouse. Department is a high volume materials handling department.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 75 pounds.
- Must be able to lift and move boxes of varying sizes and weights.
- Must be able to push/pull library carts.

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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.