

PIKE COUNTY PUBLIC LIBRARY DISTRICT
Job Description

Title: **Accountant**

Dept.: **Business Office**

Reports to: **Director**

Effective Date: **September 9, 2020**

General Position Summary:

Establishes and maintains financial reports and statements, monitors revenues/expenditures within budgets and develops revenue projects. Maintains general ledger reconciliation on a monthly basis. Prepares all documentation for Accounts Payable, Accounts Receivable, Human Resources, and Payroll disbursement and all reports for federal, state, regional, and local agencies. Ensures grants, compliance, reporting and billing by establishing accounting systems. Participates in the preparation of operating budgets. Promotes team collaboration and best use of staff capabilities. Provides lead/supervisory guidance to Administrative Office staff.

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. Prepares revenue and expenditure reports and various revenue and expenditure budgets.
2. Insure accuracy of general ledger and that accounting procedures are in compliance with GAAP.
3. Set-ups and maintains grant reimbursement system process; monitor and project revenues, expenditures and in-kind contributions.
4. Performs month-end and year-end closing and appropriate financial reports.
5. Reviews and verifies accounts payable: prepares disbursement.
6. Reviews and verifies payroll for disbursement, including all reports.
7. Maintains Human Resource documentation and functions.
8. Monitors cash flow and performs cash flow analysis.
9. Provides lead/supervisory functions to various department staff.

Secondary Duties:

1. Participate in setup and maintenance of financial systems.
2. Participate in team work sessions and provide financial data support.
3. Participates in training others as needed.
4. Travels to branch libraries and training functions related to position.
5. Provides necessary support to functions overseen by this position.
6. Other related duties as assigned.

Pike County Public Library District

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Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge

Demonstrates proficiency in professional and technical skills/and or knowledge in position related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Coaching and Counseling

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

Managerial Courage

Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Decision Quality

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

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Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree specializing in Accounting or related field.
- Two to four years' experience to gain a working knowledge of GAAP, financial statements, grants, and other financial reports involved in a large public service organization.
- Classroom and/or on-the-job training in PCPLD specific procedures and guidelines, accounting, budgeting and monitoring policies, procedures, standards and systems.
- Extensive knowledge of mentoring, lead, and supervisory concepts.

SPECIAL REQUIREMENTS

CPA preferred but not required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, 10-key and this typing may be repetitive up to frequently. Constantly sits up to 2 hours at a time and seldom to occasionally will stand and walk. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift to 10 pounds, seldom up to 50 pounds, and seldom push carts with up to 20 pounds of force.

WORK ENVIRONMENT

Work is performed in a normal office environment. Substantial overtime, constant sitting and extensive PC work are involved in the position.

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

Approval: _____