

## FISCAL AND ADMINISTRATIVE SERVICES SPECIALIST

FLSA Status: Exempt

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### Summary

Under direction of the Controller, provide a full range of professional level accounting services to the Peninsula Library System (PLS) and its multiple contracted agencies. In addition to the provision of accounting services, responsibilities also include performing specialized and/or advanced technical accounting support work, overseeing the facilities management, planning and conducting analytical studies and provide lead direction to other accounting staff. Serve as a primary financial resource to the Controller and overseeing support functions and staff.

### Organizational Impact

- Accurate financial management ensures PLS provides quality service to its members and contractual partners
- Supports the facilities of the building to ensure a safe environment for employees and tenants

### Essential Duties and Responsibilities:

- Prepares and processes accounts receivable invoices; researches receipts for proper issued AR invoices and prepares AR deposits including ePayments; Monitors and audits AR aging report for accuracy and prepares past due invoices
- Maintains and monitors multiple general ledger accounts; revenue and expenditure budgets; reviews and approves invoices for payment; ensures proper allocation of expenditures to the appropriate fund and the availability of funds; prepare and review monthly revenue and expenditure reports; prepares tracking and summary reports and transfers funds as required.
- Interprets and applies a variety of policies, rules and regulations; provides information which may require tact and judgement to employees and others.
- Reviews a variety of financial and accounting records for completeness and accuracy; prepares journals and ledgers within established guidelines.
- Manage the facilities of the one building which PLS owns, including scheduling regular building maintenance and janitorial services; arranging for building improvements; ensure grounds are maintained; coordinate for contracted services; resolving complaints, problems and requests from building tenants; work with Controller regarding leases and facility depreciation schedule.

**Other Job Duties:**

- Plans and conducts administrative or operational studies; determines information gathering processes; obtains required information for analysis; evaluates alternatives and makes recommendations; prepares reports and makes presentations.
- Reviews a variety of documents related to the operations of the unit for conformance to program regulations and procedures; researches and makes corrections as required.
- Prepares grant requests and implementation documents after award; maintains records and submits reports to the funding agencies or organizations; provides financial reports to grant monitors; answers questions and provides information during the audit process.
- Assists in the developing and expanding electronic invoicing and electronic accounts receivable processes
- Prepare and submit sales tax reports to state.
- Coordinates and facilitates the procurement process for goods and services for specific programs/departments and administrative staff.
- Assists with managing encumbrances and related expenditures and reports
- Processes employee benefits enrollment and termination.
- Compiles and reviews financial data for audits. Assists and researches annual financial statement audit inquires
- Reconciles bank and other financial accounts.
- Prepares and submits sales tax reports to state.
- Maintains accurate records and files related to work performed.
- Coordinates and facilitates the procurement process for goods and services for specific programs/departments and administrative staff.
- Audits, verifies, and approves bi-weekly payroll information, including source data and payroll reports.
- Processes employee benefits enrollment and termination.
- Reconcile bank and other financial accounts.
- Comply with Workers Compensation and pension audits
- Recommends efficiency changes in accounting processes and procedures; implements changes after approval.

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor.

	<b>Required</b>	<b>Preferred</b>
<b>Education</b>	<p>Bachelor's degree in Accounting, Finance or Business or Public Administration.</p> <p>Additional professional or paraprofessional accounting experience may be substituted for the education on a year to year basis, up to two years.</p>	<p>Advance degree in Business or Public Administration a plus.</p> <p>CPA a plus but not required.</p>
<b>Experience</b>	<p>Two (2) years of professional accounting experience.</p>	<p>Experience preferably in a governmental or public entity or not for profit setting.</p> <p>Experience with joint powers authorities or library operations also preferable.</p>
<b>Knowledge</b>	<p>Knowledge of governmental fund accounting processes and systems, and applicable federal, state and local policies and regulations.</p> <p>Practices and techniques of administrative analysis and report preparation.</p>	<p>Budgetary and financial record keeping techniques.</p> <p>Office administrative practices and procedures, including records management and the operation of standard operating equipment and computer applications related to the work.</p> <p>Basic public personnel, purchasing and contract administration practices.</p>
<b>Skills and Abilities</b>	<p>Monitor fiscal transactions and audit fiscal records and documentation for timeliness and accuracy.</p> <p>Ability to conduct financial analysis and formulate accurate financial recommendations.</p> <p>Research, compile and summarize varied information, evaluate alternatives and reach sound conclusions; ability to clearly and effectively present to others.</p> <p>Maintain accurate records and files. Is meticulous with details; achieves results with accuracy and precision.</p>	<p>Interpret, explain and apply complex policies, regulations and procedures.</p>

	<p>Exercise sound independent judgement and decision making within established policies and guidelines.</p> <p>Establish and maintain effective working relationships with those contacted in the course of work.</p> <p>Strong analytical and problem-solving skills.</p> <p>Possess good leadership skills.</p>	
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**Work Environment and Physical Demands:**

Operates a variety of standard office equipment including a computer, calculator. May drive a personal vehicle to attend meetings.