Job Posting for Business Office Coordinator II

HOURS & SALARY: Full-time 38 hours per week, with a salary range of $22 - $26 an hour.

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The Library Journal 2008 Library of the Year, Laramie County Library System is a hub for engagement, literacy and learning, and lifelong curiosity and discovery. With nearly 385,000 yearly visitors to a 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System champions a knowledgeable and engaged community.

The Business Office is the hub of all the business related functions for the Laramie County Library System (LCLS). Office employees complete accounting functions to include accounts payable, cash receipts, payroll, bank reconciliations and general ledger journal entries for both the Library System and Library Foundation. Office employees also provide direct public service to library patrons at the reception desk by greeting walk-in customers and providing notary services and answering phone calls.

Business Office employees work closely with Library System and Library Foundation Administration and all divisions in the library. The two current Business Office Specialists are long term employees who have worked with LCLS 8+ and 22+ years. A successful candidate will be a person who has attention to detail and a willingness to complete regular monthly tasks to a high standard. A person who completes tasks and projects quickly and accurately will enjoy this team and the work environment. A background in accounting and office management as well as the ability to work under tight deadlines and collaborate with team members will be important to success.

It is an exciting time to join the LCLS team. The Business Office Coordinator II is a new position to LCLS and will work closely with the Deputy Director of Operations to ensure office operations run smoothly. The person in this position will fill in at the reception desk in the absence of the Business Office Specialists, work the greeter desk as assigned and may be required to track grant income and expenditures. The individual may assist with select human resource functions, such as benefit administration and onboarding.

Come and join our team. Apply online and include your cover letter and resume.

MINIMUM REQUIREMENTS
• Bachelor’s degree in accounting, business management or other business related field
• 3 years of progressively responsible and related work experience
• Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities

SELECTION PROCESS
Interested applicants are encouraged to apply by completing a Laramie County Library System Application for Employment (available at https://lclsonline.org/application-for-employment/) and upload a cover letter and résumé. The application deadline is April 11, 2022 at noon. The hiring committee will contact applicants who are selected for further testing, portfolios, or interviews. As a courtesy, we notify all applicants by mail when a position is filled. Hiring is contingent on a post-offer criminal history background check.
WORK SCHEDULE
The schedule will be predominately regular business hours (Monday through Friday, 8am-5pm or 9am-6pm) however, occasional weekend and evening hours may be required. **Anyone who works for the library must be willing to work anytime the library is open.** Laramie County Library (Cheyenne) hours are Monday – Thursday 10:00 a.m. to 9:00 p.m., Friday and Saturday 10:00 a.m. to 6:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. All library employees are scheduled to attend monthly staff meetings.

BENEFITS
Employees pay into Social Security. LCLS pays 100% for participation in the Wyoming Retirement System. The rate is currently 18.62% of gross earnings. LCLS also pays 100% of the premium for $25,000 term life insurance policy for the employee. This position carries holiday pay, vacation leave and sick leave. Vacation leave is accrued based on the number of hours worked, so is not a lump sum, but is earned over time. Employees are eligible to use vacation leave after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of vacation leave per year. The number of weeks of vacation leave increase with years of service.

Medical insurance and a separate dental plan are available at the employee’s option. LCLS pays 85% of the cost for the medical and dental insurance premiums and the employee pays the remaining 15%.

A deferred compensation plan, prepaid legal services agreement, vision coverage, and other supplemental insurance options are also available at the employee’s expense. Employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

*LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988. Hiring is contingent on a post-offer background check.*

QUESTIONS
For questions about this position, contact Laura Block, Deputy Director of Operations at lblock@lclsonline.org or 307.773.7223.
LARAMIE COUNTY LIBRARY SYSTEM
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JOB SUMMARY

The primary responsibility of the Business Office Coordinator is to ensure the smooth and efficient operation of the Business Office and office related activities for the Laramie County Library System (LCLS).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs exceptional customer service. As the first, and sometimes only, person that a patron may be in contact with, customer service is a very important aspect of all library positions.
3. Following established procedures, conducts and oversees accounting functions (General Ledger, Accounts Payable and Payroll) for the Library System and Library Foundation. Ensures accuracy in the data entry and payment processes.
4. Completes quarterly and year-end payroll processing and reports.
5. Assists the Deputy Director of Operations with select Human Resource functions and employee benefit administration.
6. Sets high performance standards and functions as a role model of exceptional customer service. Ensures that all employees working in the Business Office provide exceptional customer service.
7. Maintains knowledge of and performs all aspects of other business office positions, including coordination of board mailings, purchase of supplies, filling supply requests, compiling statistical reports, sorting mail, answering incoming calls and completion of other administrative and clerical duties.
8. Mentors Business Office employees. In consultation with the Deputy Director of Operations, delegates duties as fits the skills and abilities of the employees. Challenges employees to broaden their skills and knowledge, which includes promotion of continuing education opportunities.
9. Ensures that scheduling of office employees is done in a timely and fair manner so that the reception desk is adequately staffed and employees work the required number of hours.
11. Conducts initial training, ongoing training, and delegation of duties as fits the skills and abilities of employees within the Business Office.
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12. Utilizes computers and software applications that relate to the operation of the Business Office and is able to complete preliminary troubleshooting of the technology. Notifies Information Technology Services employees when a problem with a piece of equipment cannot be corrected and follows up to ensure that problems are resolved in a timely manner.

13. Ensures the accuracy of all reports, products, etc. generated from Business Office.

14. Assists in developing and preparing grant applications, RFP’s and other documents.

15. Assists in completing surveys received by the library.

16. Establishes, finalizes and confirms for the library staff registration, travel and lodging accommodations for attendance at conferences and/or meetings.

17. Works at the Greeter Desk as assigned.

18. Performs other related and necessary duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor’s degree from an accredited college or university in Accounting, Business or other related field
- 3 years of experience or
- The equivalent combination of education and experience.

REQUIRED CERTIFICATIONS, SKILLS AND ABILITIES

- Must have a current driver’s license valid in the State of Wyoming or the ability to obtain one within six months of date of hire
- Must be bonded or able to be bonded
- Must licenses of be able to be licensed as a Notary Public in the State of Wyoming
- Proficiency with current professional software and a variety of software programs related to library operations and other automated library services
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks
- Proficiency in applying good customer service skills.

REPORTING RELATIONSHIPS
Reports to: Deputy Director of Operations
Supervises: none
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PHYSICAL EFFORT AND WORKING ENVIRONMENT
The essential duties and responsibilities of this job require the employee to function in a normal work environment with occasional stooping, bending, or lifting.

DATE CREATED 2/2022