LARAMIE COUNTY LIBRARY SYSTEM  
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>FLSA Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING SPECIALIST</td>
<td>NON-EXEMPT</td>
</tr>
<tr>
<td>Division</td>
<td>Pay Range</td>
</tr>
<tr>
<td>ADMINISTRATIVE SERVICES</td>
<td>24</td>
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</tbody>
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**JOB SUMMARY**

The primary responsibility of the person in this position is to assist the Business Office Coordinator II in completing the accounting functions of the Library System and Library Foundation, which includes payroll, accounts payable, cash receipts and financial reports, handling incoming funds and donations, as well as routine correspondence.

**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, processes and completes accounting functions (General Ledger, Accounts Payable, Cash Receipts and Payroll) for the Library System and Library Foundation.
5. Creates purchase orders for the Library System and Library Foundation as needed.
6. Makes deposits into the library bank accounts as necessary.
7. Assists in the preparation of monthly and annual statistical reports.
8. Enters data from timesheets into spreadsheets to be used for payroll.
9. Assists in maintaining current vacation/sick leave sheets for employees.
10. Processes accounts payable and payroll checks.
11. Serves as a backup to the receptionist for the Business and Administrative Offices. Duties include answering the phone, greeting walk-in visitors, sorting and opening mail, distributing internal correspondence, preparing for board meetings when necessary, etc. Provide Notary Public services to walk-in patrons.
12. Works Greeter Desk as assigned.
13. Performs other related and necessary duties as assigned.

**MINIMUM REQUIREMENTS**

- Associates Degree in Accounting, Business or related field
- 2 years of relevant experience or
- The equivalent combination of education and experience

**REQUIRED CERTIFICATIONS, SKILLS AND ABILITIES**
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- Proficiency in the use of spreadsheets, databases and word processing programs, and accounting software
- Must be bonded or able to be bonded
- Familiarity with basic bookkeeping principles
- Must have a current driver’s license valid in the State of Wyoming
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks
- Ability to speak, read, comprehend and write the English language
- Excellent written and oral communication skills

REPORTING RELATIONSHIPS

Reports to: Deputy Director of Operations
Supervises: Volunteers

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.

LATEST REVISED DATE       11/2022