Job Posting for Accounting Specialist

HOURS & SALARY: Part-time, 20 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. 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 as well as the ability to work under tight deadlines and collaborate with team members will be important to success.

The Accounting Specialist will work closely with the Business Office Coordinator to ensure payables and cash receipts are completed accurately and in time for the Board of Directors’ approval during the regular monthly meetings. The person in this position will fill in at the reception desk in the absence of the other office employees, work the greeter desk as assigned and may be required to track grant income and expenditures.

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 December 15, 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 during 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 staff meetings every other month.

BENEFITS

- Employees pay into Social Security.
- This position receives paid time off for 13 holidays, vacation and sick leave, and one personal day each year. 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 are 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 prepaid legal services agreement, vision coverage, and other supplemental insurance options are 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.