▪▪ **I. POSITION PURPOSE**

The purpose of the Accounting Specialist II is to ensure accurate and ethical accounting operations and excellent internal and external customer service which supports the Library’s good business standing with vendors, customers and employees. This is accomplished by ensuring accuracy in managing cash accounts, accounts payable processing, tracking grants, managing contracts and maintaining financial records.

▪▪ **II. RELATIONSHIPS**

The Accounting Specialist II reports to the Controller and works as a member Finance departmental team with participation in planning and implementing appropriate procedures and programs as required. This position interacts with employees, vendors and banking staff representing the Library as a knowledgeable professional. The position provides excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

▪▪ **III. PRIMARY DUTIES AND RESPONSIBILITIES**

Prudently maintains high ethical and professional standards in all financial duties and in representing the Pueblo City-County Library District in the community.

Performs all accounts payable functions with close attention to detail which includes: data entry, vendor payments, and accounts payable register. Processes supporting documents for accounts payable, including W-9 information, reconciles statements and vendor lists.

Accurately performs cash management duties for the district including accounts receivable, cash receipts and handling petty cash reimbursements. Maintains accounting for self-checkout stations, copier/printing machines, and change vending machines, including collecting cash deposits from branches and Circulation and maintaining minimum cash balances for each self-check station, pulls ILS (Integrated library system software) reports to reconcile payments on accounts to bank receipts, maintains accurate records and supporting documentation and generates reports.

Posts miscellaneous cash receipts to general ledger, creates supporting documentation for monthly reports, monitors cash balances in various financial institutions, posts miscellaneous cash receipts and recommends adjustments to Controller.

Performs contract management activities to include review of contract documents, coordination of requests for proposals, adherence to budget appropriations, expirations and renewals, proper review and control of contract billings and payments and adherence to policy and procedures. Assists in working with vendors for renewal of contracts and services according to budgetary needs.

Assists with tracking and reconciling grant revenue and expenditures received by the district. This includes interacting with library managers to keep accurate records of grant spending and reporting.

Runs general ledger reports for the Controller. Assists with monthly trial balances.

Responsible for supporting the fiscal activities of the Nesbitt Employee Fund including periodic reconciliations and financial reporting.

Responsible for inventory management of miscellaneous sales of merchandise.

Pueblo Library Foundation: Responsible for processing cash management as it pertains to the timely processing and reconciliation of payables for the Pueblo Library Foundation including, but not limited to, assuring the accurate and timely processing of vendor invoices, and reconciling expenses with the Foundation Staff.

Assists with preparation of annual plan and budget and comprehensive annual financial report (CAFR.)

Assists with preparation of month-end and year-end financial reports including not limited to journal entries to ensure appropriate reporting and audit preparation. Reviews general ledger accounts associated with job duties to ensure accuracy. Assists with monthly trial balances.

Assists with P-card administration and monthly expense reporting.

Prepares monthly sales tax calculations/remittances.

Responsible for inventory management of miscellaneous sales of merchandise.

Creates and updates forms as needed.

Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.

Participates in regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD.

Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems.

▪▪ **IV. OTHER DUTIES AND RESPONSIBILITIES**

May serve on library committees as a department representative.

Performs other duties and special projects as needed and assigned.

▪▪ **V. QUALIFICATIONS**

Education and Experience:  An Associate’s degree in Accounting or related field, or a professional certification in Accounting or Business is required, plus three years related experience in accounting. A Bachelor’s level degree is preferred.

Skills and Abilities:

* Requires strong computer skills including accurate keyboarding and data entry,
* Requires experience using accounting software, able to create complex spreadsheets, and perform word processing.
* Attention to detail with the ability to quickly and accurately reconcile statements and reports.
* Excellent verbal communication, listening skills, and problem solving skills are required.
* Ability to function under flexible and changing conditions.
* Confidentiality is a must.

Other Requirements: Must be able to work a flexible schedule including days, evenings and weekends. Must submit to and successfully pass a criminal background investigation.

Equal Opportunity Employer.