▪▪ **I. POSITION PURPOSE**

The purpose of the Senior Accountant 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 position is responsible for senior accounting duties which ensure effective financial reporting, internal review and compliance. This position serves as a key point of contact for the Finance Department and provides leadership in the absence of the Chief Financial Officer.

▪▪ **II. RELATIONSHIPS**

The Senior Accountant reports to the Chief Financial Officer and works both independently and as a team member of the Finance Department. Recommends changes to procedures to ensure proper outcomes and audit compliance; implements and monitors changes with approval from the Chief Financial Officer. This position must build good working relationships with library staff, customers, businesses and governmental agencies. 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**

Under general direction from management and using independent judgement, performs advanced and specialized accounting assignments, usually involving complex and confidential data.

Provides oversight and processes payroll through the automated payroll system and works with a third party payroll vendor. Ensures that State and Federal taxes are submitted on a quarterly and annual basis.

Serves as liaison to Human Resources in ensuring proper deductions of employee insurance benefits and other deductions takes place.

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

Assists CFO with preparation of annual plan & budget, comprehensive annual financial report (CAFR) and special projects as assigned.

Assists CFO with the preparation of month-end and year-end financial reports, including but 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 and annual trial balances.

Oversees capital asset records in the computerized system.

Maintains the asset replacement plan spreadsheet to support the overall asset replacement program.

Prepares monthly sales tax calculations/remittance. Monitors the preparation of Nesbitt employee association financial summaries and supports the financial activities of Nesbitt (cash deposits, banking needs, internal controls, audit preparation, etc.).

Performs Library Foundation financial accounting processes resulting in quarterly financial statements; maintains records of donor restricted and in-kind donations and expenses; monitors cash receipts; works with the Community Relations staff to reconcile financial information between the donor tracking and accounting systems; assists with audit preparation for the Library Foundation.

Assists CFO with activities relative to the E-Rate federal funding program. Duties include but are not limited to: invoicing for expenditure reimbursement, monitoring compliance with deadlines and rules, financial filings and reports, reconciling revenue and expenditures, filing notices and forms in the USAC portal, and interacting with outside entities on the library district’s behalf.

Assist the CFO with Pueblo Library Café financial operations and financial reporting.

Reconciles and tracks grant revenue received by the district. Assists the CFO with grant fiduciary activities to ensure proper audit outcomes including internal controls, proper documentation, interaction with grant administrator(s), supporting a Single Audit as required, and suggesting proper policies and procedures.

This also includes interacting with library managers to keep accurate records of grant spending and reporting.

Monitors accounts payable functions for completeness and accuracy. Prepares Form 1099s at year-end; uploads positive pay information; reviews prepaid and unpaid invoice schedules. Maintains segregation of duties by creating accounts payable checks and voiding checks. Provides back-up coverage for accounts payable and purchasing.

Performs and/or monitors cash management duties for the district including petty cash reimbursement and replenishment, accounts receivable, Square mobile payment activities and cash receipts. Monitors the accounting for self-checkout stations, copier/printing machines, and change vending machines(s), including pulling library catalog system reports to reconcile payments on accounts to bank receipts, maintains accurate cash records and supporting documentation and generates reports.

Posts miscellaneous cash receipts to general ledger (including for online and credit card merchant accounts), creates supporting documentation for monthly reports, monitors cash balances in various financial institutions, and recommends cash transfers to CFO.

Works with department managers to evaluate current cash management procedures.

Works with self-check machine vendor and IT to resolve issues with cash handling and distributing financial materials with the approval of the Chief Financial Officer.

Creates and maintains procedural documentation as administrative reference for the finance department and as support for finance policies. Ensures new procedure documentation is created as needed.

Serves as back-up to the CFO for board presentations and communication with external and internal stakeholders.

Assists the CFO with the administration of the purchase card system including monitoring and maintaining new/current cardholder activities, P-card transaction review and reconciliation, image retention, user account maintenance, closing periods and internal review and compliance.

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.

Serves as person-in-charge in the absence of the CFO.

▪▪ **V. QUALIFICATIONS**

Education and Experience:  A Bachelor’s degree in Accounting or related field, plus three years related accounting experience required, with governmental accounting experience preferred. A professional certification in Accounting or Business is preferred. Experience with non-profit accounting is preferred.

Skills and Abilities:

Requires experience using accounting software.

Must possess ability to create complex spreadsheets, and perform word processing.

Requires strong computer skills including accurate keyboarding and data entry.

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.