

# **JOB DESCRIPTION**

## **PUEBLO CITY-COUNTY LIBRARY DISTRICT**

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**POSITION: Accountant I**

**Organization Group: Master**

**DEPARTMENT: Finance**

**Level: B**

**EFFECTIVE: August 8, 2025**

**FLSA Status: Exempt**

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### **POSITION PURPOSE**

The purpose of the Accountant I is to ensure accurate and ethical accounting and procurement activities while fostering strong internal and external relationships to support the organization's overall financial health and operational effectiveness. This is accomplished by ensuring compliance with financial policies and procurement procedures.

### **RELATIONSHIPS**

The Accountant I reports to the Chief Financial Officer and works as a member of the 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.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **Accounting and Financial Reporting (60%)**

- Responsible for maintaining high ethical and professional standards in all financial duties.
- Maintains capital asset records in computerized system. Assigns property tags to assets; records acquired capital assets and retirements, reconciles detail records and runs depreciation reports as needed. Under the direction of the CFO, assists with annual physical inventory of capital assets.
- Assists with E-Rate federal funding program. Duties include but are not limited to: financial filings and reports, reconciling revenue and expenditures, and interacting with outside entities on the library district's behalf.
- Assists with the preparation of month-end and year-end, 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 trial balances.
- Reconciles general ledger accounts, and analyzes data for accuracy. Performs other accounting duties as needed.
- Analyzes accounting policies and procedures and updates as needed.
- Assists with preparation of the Annual Comprehensive Finance Report (ACFR) and Annual Budget.

#### **Procurement Management (30%)**

- Oversees the on-line purchase requisition system. Follows up with requesters to obtain or clarify order details. Provides support to employees using the on-line system.

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- Oversees daily procurement operations, including daily administration of the procurement card program, reconciling invoices with receipts, and serving as the primary liaison between cardholders and the issuing bank.
- Completes all purchasing activities for the library district as the designated purchasing agent.
- Ensures suppliers deliver materials and services in accordance with standards of price, time, quantity and quality agreed upon.
- Manages and reviews documents for the procurement of all supplies, equipment and services for the PCCLD and ensures compliance of the Procurement Policy and Procedures Manual, as well as applicable federal and state laws.
- Incorporates best practices and market research into procurement practices to ensure PCCLD obtains the best possible price.
- Responsible for ensuring records are maintained and procurements are documented from origination through completion.
- Coordinates routinely with other departments to confirm effective and timely coordination and teamwork in procuring goods and services. Provides procurement research, guidance and direction by presenting available procurement options.
- Assists with vendor management.
- Prepares and reviews Request for Proposals, Contracts, and other similar documents related to the purchasing process; participates in analysis and selection. Verifies that the process follows internal policies.

### **Other Duties (10%)**

- Cross trains to perform duties of other members of the department as necessary during absences, and maintains the highest level of confidentiality.
- 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.
- May serve on library committees and special projects.
- Performs other duties as needed.

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### **QUALIFICATIONS**

#### **Education and Experience:**

- Bachelor's degree in Accounting, Public Administration, Business, Contract management or a closely related field is required.
- Minimum of one (1) year of related experience in Accounting is required.
- Professional certification in Accounting or Business is preferred.
- Experience in public sector or business purchasing, and additional accounting experience is strongly preferred.

#### **Core Competencies:**

- Understanding of accounting principles (GAAP/governmental accounting/GASB).
- Proficient computer skills using email, the internet, purchasing and accounting software; ability to create complex spreadsheets, reports, documents and perform relevant internet searches.
- Exceptional organizational skills and attention to detail with accurate data entry skills are required.
- Ability to analyze complex data and use professional judgement when performing job duties.
- Effectively manages multiple priorities in a fast-paced environment.
- Excellent verbal communication, listening skills, and problem-solving skills are required.
- Builds positive, trust-based relationships across departments by listening, understanding operational needs, and offering helpful financial insights.
- Attention to detail and organizational skills are required with the ability to produce reports and maintain accurate records.
- Ability to function under flexible and changing conditions.
- Integrity and Confidentiality is a must.

**Physical Requirements:** Must be able to properly lift objects weighing up to 50 pounds.

**Other Requirements:** Must be able to work a flexible schedule to meet deadlines. Must submit to and successfully pass a criminal background investigation.

As an Equal Opportunity Employer, Pueblo City-County Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender orientation, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library district reserves the right to hire more than one person per advertised vacancy.