▪▪ **I. POSITION PURPOSE**

The purpose of the Accountant I 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 and maintaining financial records.

▪▪ **II.RELATIONSHIPS**

The Accountant I reports to the Chief Financial Officer 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.

Assists 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 trial balances.

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

Performs Library Foundation financial accounting processes resulting in quarterly financial statements; maintains records of donor restricted and in-kind donations and expenses; 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 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 tracking and reconciling grant revenue received by the district. This includes interacting with library managers to keep accurate records of grant spending and reporting.

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, vendor lists, and prepares Form 1099s at year-end, and submits yearly unclaimed property report.

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(s), including collects cash deposits from branches and Circulation and maintains minimum cash balances for each self-check station, pulls Sirsi 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, 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.

Responsible for inventory management of miscellaneous sales of merchandise.

Provides back-up support for payroll processing.

Distributes financial materials with the written approval of the Chief Financial Officer.

Provides support in performing a variety of office duties, including filing, archiving files, answering phone calls, copying, general office equipment maintenance, and inter-office distribution of daily mail and correspondence.

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:  A Bachelor’s degree in Accounting or related field, plus three years related experience in accounting. A professional certification in Accounting or Business is preferred. Some governmental accounting experience 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.