

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Accounting Manager

EXEMPTION STATUS: Exempt

PAY GRADE: 125

JOB CATEGORY: Official and Administrator

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under the general supervision of the Chief Financial Officer (CFO), the Accounting Manager is responsible for the day-to-day accounting management of the Financial Services Department. The Accounting Manager directly/indirectly supervises assigned staff. Performs routine to complex financial, operational, management and/or performance audits in a variety of functional areas. Provides management-level assistance to the Chief Financial Officer.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Supervises accounts payable, accounts receivable, bank and investment account reconciliations, cash handling, fixed assets, general ledger, grants, payroll, and other functional areas as assigned:
2. Performs the full range of staff accounting duties, when needed.
3. Assists in the supervision of assigned staff including but not limited to:
 - a. Performance Coaching & Management;
 - b. Career Counseling & Development; and
 - c. Conflict Resolution
4. Prepares a variety of budgets, financial statements, analyses, and other reports as assigned.
5. Leads, reviews, and performs complex process/financial analysis of the District's operations, procedures, records, reports, and controls for compliance with professional standards and management expectations:
 - a. Prepares reports on audits including the identification of problems, methods of resolution, and suggestions for improvement;
 - b. Evaluates the adequacy of internal controls and compliance with best practices by conducting interviews/walkthroughs and examining transactions, documents, records, reports, and procedures;
 - c. Conducts independent research, identifies areas of concern, analyzes possible causes, and recommends alternative solutions.

6. Assists the CFO with coordinating external audits, and preparing the District's Annual Comprehensive Financial Report (ACFR) and annual budget.
7. Monitors compliance with all federal, state and local laws, regulations, codes, best practices, and District Policies and Procedures.
8. Stays abreast of new pronouncements, laws, trends, and innovations in finance, accounting, and budgeting.
9. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Public Service Ethics
- Managerial Planning, Organizing, Directing, Staffing, Reporting, Coordinating & Budgeting
- Principles and practices of accounting, auditing, and financial standards

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

• **EDUCATION:**

REQUIRED: Bachelor's degree from an accredited college or university in accounting, finance, business administration, or related field required.

PREFERRED: Master's degree in Business Administration or related field preferred.

• **EXPERIENCE:**

REQUIRED: Five (5) years' professional accounting and/or auditing experience, two (2) years of which must have been in a supervisory capacity required.

PREFERRED: NA

• **LICENSE AND CERTIFICATION:**

REQUIRED: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

PREFERRED: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), or Certified Internal Auditor (CIA).

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting with frequent local travel required. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books, files, laptops or electronic devices. Although work is primarily performed in an office setting, a limited amount of bending, lifting, walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Skill in analyzing problems from the perspective of the accounting profession, identifying alternative solutions, projecting consequences of proposed actions, and communicating and implementing recommendations.
- Ability to train, motivate, and supervise staff.
- Ability to participate in a variety of special projects and fiscal analyses.
- Ability to communicate effectively in both oral and written form.
- Ability to work in a team-based environment to achieve common goals.
- Ability to manage multiple projects simultaneously.

DEVELOPED: May 20, 2021

UPDATED: January 19, 2022
August 24, 2022