



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** Accounting Technician III

**EXEMPTION STATUS:** Non-Exempt

**JOB CATEGORY:** Administrative Support

**BARGAINING UNIT:** Non-Supervisor

### **GENERAL SUMMARY**

Under the general supervision of the Chief Financial Officer, the Accounting Technician III performs technical accounting duties involving the processing, reconciling, and analysis of financial transactions in assigned areas. Provides assistance to the Accounting Technicians I and II, Accountant, and Senior Accountant.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential duties and responsibilities of [Accounting Technician II](#) plus:

1. Performs accounts payable and accounts receivable functions, including reviewing source documentation, reconciling accounts, and ensuring the accuracy of financial transactions.
2. Enters, reviews, and verifies general ledger data. Prepares correcting journal entries and balance sheet reconciliations for assigned accounts.
3. Performs detailed reconciliations of bank statements, cash collections, and credit card transactions to ensure the integrity of financial data.
4. Processes payroll, to include issuing payments to employees and preparing reporting documents related to payroll matters.
5. Supports preparation of schedules and supporting documentation for external audits.
6. Researches, responds, and resolves issues for LVCCLD staff or the public in an efficient and timely manner.
7. Assists with grant-related accounting tasks.
9. Performs internal control and operational reviews.
10. Performs other duties as assigned.

## **CORE COMPETENCIES:**

- Microsoft Office Suite (Word, Excel, etc.)
- Principles and practices of general accounting, accounts payable, and internal controls

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

### • **EDUCATION:**

**Required:** Associate's degree from an accredited college or university or two (2) years of college education with major course work in accounting, finance, business administration, or a related field.

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

### • **EXPERIENCE:**

**Required:** Three (3) years of increasingly responsible technical accounting experience.

Experience working in Windows with applications such as Excel, Word, and Access.

**Preferred:** Three (3) years of increasingly responsible technical accounting experience in a governmental agency.

### • **LICENSE AND CERTIFICATION:**

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

**Preferred:** N/A

- **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, AND ABILITIES:**

- Ability to exercise sound judgment in identifying and resolving issues in accordance with established policies, internal controls, and regulatory requirements.
- Ability to handle stressful situations with professional composure.
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.
- Ability to build and maintain productive working relationships with internal departments,

external auditors, vendors, and clients.

- Ability to adapt quickly and effectively to changes in policies, procedures, systems, or workload without compromising quality or attention to detail.

**DEVELOPED:            AUGUST 29, 2000**

**REVISED:             FEBRUARY 2, 2026**