



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Senior Accountant

EXEMPTION STATUS: Exempt

JOB CATEGORY: Administrative Support

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY

Under the general supervision of the Chief Financial Officer, the Senior Accountant performs advanced technical accounting activities involving the analyzing, processing, reconciling, and auditing of assigned areas. This role provides support in the day-to-day-accounting functions and may indirectly oversee assigned tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists in accounts payable, accounts receivable, bank reconciliations, cash handling, fixed assets tracking, general ledger maintenance, and other designated functional areas.
2. Performs assigned accounting tasks as needed, providing support across the accounting function. Supports the supervision of assigned tasks and serves as a subject matter expert to team members when required.
3. Prepares financial reports, budget summaries, and other analyses under the direction of the CFO.
 - a. Conducts process and financial analysis to ensure compliance with organizational standards and procedures, identifying areas for improvement and making recommendations.
4. Processes payroll, to include issuing payments to employees and preparing reporting documents related to payroll matters.
5. Collaborates with Financial Services staff in coordinating external audits and contributes to the preparation of financial reports, such as the Annual Comprehensive Financial Report and annual budget.
6. Assists in monitoring compliance with relevant federal, state and local laws, regulations, codes, best practices, and LVCCLD Policies and Procedures.

7. Creates, formats, and maintains a variety of District financial reports with appropriate supporting material, and updates records, as necessary.
8. Researches, responds, and resolves issues for LVCCLD staff or the public in an efficient and timely manner.
9. 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: Bachelor's degree from an accredited college or university in accounting, finance, business administration, or related field.

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

- **EXPERIENCE:**

Required: Three (3) years of increasingly responsible technical accounting experience, preferably in a governmental agency.

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:

- Knowledge of pertinent Federal, State, and local laws, codes, and regulations.
- Knowledge of principles and practices of general accounting, accounts payable, and

internal controls

- Ability to build and maintain productive working relationships with internal departments, external auditors, vendors, and clients.
- Ability to participate in a variety of special projects and fiscal analyses.
- Ability to perform multiple projects concurrently.
- Ability to apply sound judgement in investigating, troubleshooting, and resolving complex financial problems with minimal direction.
- Ability to handle stressful situations with professional composure.
- Ability to process and handle confidential information with discretion.
- Ability to adapt quickly and effectively to changes in policies, procedures, systems, or workload without compromising quality or attention to detail.
- Ability to communicate effectively in both oral and written form.

DEVELOPED: NOVEMBER 30, 2012

REVISED: January 29, 2026