



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

**JOB TITLE:** Accountant

**EXEMPTION STATUS:** Non-Exempt

**JOB CATEGORY:** Administrative Support

**BARGAINING UNIT:** Non-Supervisor

### **GENERAL SUMMARY:**

Under the general supervision of the Accounting Manager or Chief Financial Officer, the Accountant performs technical accounting activities involving the analyzing, processing, reconciling, and auditing of assigned areas. Provides assistance to the Accounting Technician I, Accounting Technician II, and Senior Accountant positions.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Prepares and processes accounts payable, including: tracking all payments and expenditures (purchase orders, invoices, statements, etc.), reconciling processed work by verifying entries and comparing system reports to balances, maintaining historical records, analyzing accounts, responding to vendor inquiries, and continuing to improve the payment process.
2. Prepares and processes accounts receivable, including: maintaining the billing system, generating invoices and account statements, performing account reconciliations, and maintaining accounts receivable files and records.
3. Enters financial data and transactions into the general ledger. Reviews general ledger accounts and prepares journal entries to correct or adjust accounting records.
4. Processes payroll, to include issuing payments to employees and preparing reporting documents related to payroll matters.
5. Performs financial management, analysis, and reporting for assigned areas, using spreadsheets, among other tools.
6. Assists the Accounting Manager with process/financial analysis of the District's operations, procedures, records, reports, and controls for compliance with professional standards and management expectations.
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. Produces monthly financial and management reports for assigned areas.
10. Performs other duties as assigned.

**CORE COMPETENCIES:**

- Microsoft Office Suite (Word, Excel, etc.)
- Customer service
- 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 a related field.

**Preferred:** N/A

- **EXPERIENCE:**

**Required:** Two (2) years of increasingly responsible technical accounting experience.

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- **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. Ability to occasionally lift up to 25 pounds, and occasionally lifting and/or carrying such articles as books, files, laptops or electronic devices. Frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time is often necessary to carry out job duties.

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of GASB and GAAP standards and rules.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations.
- Ability to adapt to organizational needs.
- Ability to problem solve independently and as part of a team.
- 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.

**DEVELOPED:** July 1, 1995

**UPDATED:** September 25, 2023