



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Accounting Coordinator

EXEMPTION STATUS: Exempt

JOB CATEGORY: Administrative Support

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under the general supervision of the Chief Financial Officer (CFO), the Accounting Coordinator is responsible for providing support in the day-to-day accounting functions of the Financial Services Department (FS). The Accounting Coordinator assists with various financial tasks, such as accounts payable, accounts receivable, bank reconciliations, cash handling, fixed assets tracking, general ledger maintenance, and may indirectly oversee assigned tasks. This role involves performing routine accounting duties and providing assistance to ensure the smooth operation of financial processes within the Library District.

ESSENTIAL DUTIES & 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.
 - a. Supports the supervision of assigned tasks and serves as a subject matter expert to team members when required, including performance guidance.
3. Prepares basic financial reports, budget summaries, and 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. Collaborates with FS staff in coordinating external audits and contributes to the preparation of financial reports, such as the Annual Comprehensive Financial Report (ACFR) and annual budget.
5. Assists in monitoring compliance with relevant federal, state and local laws, regulations, codes, best practices, and Library District Policies and Procedures.

6. Stays informed about developments in finance, accounting, and budgeting practices to ensure awareness of relevant trends and innovations.
7. Performs other duties as assigned.

CORE COMPETENCIES:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- **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: Five (5) years' professional accounting and/or auditing experience.

Preferred: N/A

- **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) and Certified Management Accountant (CMA).

- **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 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 perform multiple projects simultaneously.

DEVELOPED: May 20, 2021

REVISED: March 7, 2024