



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Accounting Technician I

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Administrative Support

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under the general supervision of the Accounting Manager, the Accounting Technician I performs technical accounting activities involving the processing and reconciling of assigned areas. Provides assistance to the Accounting Technician II, Accountant, 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. Reviews and reconciles daily cash reports prepared by various LVCCLD locations.
4. Creates, formats, and maintains a variety of District financial reports and documents with appropriate supporting material and updates.
5. Researches, responds to, and resolves issues for LVCCLD staff or the public in an efficient and timely manner.
6. Prepares supporting data to assist with external audits.
7. Investigate and resolve irregularities or inquiries for assigned areas.
8. Produces monthly financial and management reports for assigned areas.
9. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel
- Purchase orders, invoices, and other financial statements

KNOWLEDGE, SKILLS, AND ABILITIES:

- **EDUCATION:**

Required: High School Diploma/GED or equivalent.

Preferred: N/A

- **EXPERIENCE:**

Required: One (1) year of financial operations support experience.

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

Preferred: N/A

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to regularly lift up to 10 pounds and occasionally lift up to 75 pounds maximum, 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 principles and practices of general accounting, accounts payable, and record keeping.
- Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic.
- Knowledge of records administration and maintenance techniques and procedures.
- Skill in data entry with minimal errors.
- Ability to accurately prepare and maintain files, records, and reports.
- 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: August 29, 2000

UPDATED: May 3, 2023