



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Accounting Technician II

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 II performs technical accounting activities involving the processing, reconciling, and auditing of assigned areas. Provides assistance to the Accounting Technician I, 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. Enters financial data and transactions into the general ledger. Reviews general ledger accounts and prepares journal entries to correct or adjust accounting records.
4. Provides backup assistance for processing payroll, to include issuing payments to employees and preparing reporting documents related to payroll matters.
5. Creates, formats, and maintains a variety of District financial reports and documents with appropriate supporting material, and updates records as necessary.
6. Researches, responds, and resolves issues for LVCCLD staff or the public in an efficient and timely manner.
7. Prepares supporting data to assist with external audits.
8. Assists in general financial management and analysis.

9. Investigate and resolve irregularities or inquiries for assigned areas.
10. Produces monthly financial and management reports for assigned areas.
11. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Adaptability
- Problem solving

KNOWLEDGE, SKILLS, AND ABILITIES:

- **EDUCATION:**

Required: Associate's degree from an accredited college or university or (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 a related field.

- **EXPERIENCE:**

Required: Two (2) 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: 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: N/A

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to regularly lift up to 20 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 internal controls.
- 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: October 5, 2022