

Accounting Specialist

Flexible schedule, up to 20 hours per week. Schedule can be adjusted as needed in coordination with the Library Director, including partial remote work.

GENERAL DESCRIPTION: Under the supervision of the Library Director, the Accounting Specialist performs and coordinates the District's day-to-day financial operations. Areas of responsibility include accounts payable and receivable, payroll and related reporting, cash management, account reconciliations, financial reporting, grant financial tracking, employee benefit and PERS administration, budget and audit support, and maintenance of established internal financial controls. The position reviews and reconciles financial data, corrects inaccuracies, maintains accurate and complete financial records, and recommends procedural and internal-control improvements to promote accuracy, compliance, security, and efficiency.

DUTIES:

- Maintain accurate records of all resources and expenditures according to the accounting system established by the District
- Provide monthly financial reports to the Director and District Board, and additional financial reports as needed to the Director, Assistant Director, or other library staff with budget management responsibilities
- Monitor District cash balances and initiate and schedule transfers between District accounts as needed to maintain established operating balances and ensure sufficient funds for District obligations.
- Semimonthly payroll for approximately 15 District employees.
- Prepare and timely submit required State and Federal payroll reports and tax payments, including new-hire reporting, quarterly reporting and required year-end filings such as W-2s and 1099s, utilizing applicable electronic reporting systems and ensuring compliance with required filing and payment deadlines.
- Administer employee leave and benefit records, including maintaining leave accruals and coordinating employee benefit enrollments, changes, and payments.
- Administer the District's Oregon Public Retirement System (PERS) account, including employee eligibility, enrollment, reporting, contributions, reconciliations, account maintenance, required annual reporting and resolution of reporting or account discrepancies.
- Process accounts payable and prepare payments to vendors, employees, or service providers semi-monthly and as needed
- Review and verify invoices, statements, receipts, reimbursement requests, and other payment documentation for accuracy and completeness, and ensure required supporting documentation is maintained for audit purposes
- Maintain complete and organized financial records and supporting documentation; coordinate financial information and records for the annual audit; and serve as the primary contact for the auditor regarding District financial records, transactions, and the accounting processes

- Monitor fiscal processes and perform responsibilities in accordance with applicable Federal and State laws and regulations, Oregon Administrative Rules and District policies and procedures relevant to the position
- Attend board and budget meetings, present financial reports and information as appropriate, assist with preparation and distribution of Board materials, and take meeting minutes as assigned by the Library Director
- Serve as the resource to staff regarding payroll, employee benefits, reimbursements, and other accounting-related processes and procedures
- Maintain and enhance professional knowledge and skills by attending relevant workshops, seminars, trainings and other educational programs as appropriate; including annual training related to Oregon Local Budget Law
- Maintain established internal financial control procedures and safeguards; provide input regarding financial policy, procedure, processes, and internal-control improvements to strengthen security, accuracy, efficiency, and best practices
- Maintain financial tracking for District grants, including monitoring grant revenues and expenditures, reconciling grant activity to accounting records, maintaining supporting documentation, and providing financial information for grant reporting and reimbursement requests as needed.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

- Associates Degree with coursework in computerized accounting systems, billing, business administration or a related field, plus two years of experience processing full cycle accounts payable and payroll using computerized accounting systems. OR High school diploma, plus five years of experience processing full cycle accounts payable and payroll using computerized accounting systems.
- Intermediate or advanced skill in QuickBooks, Excel, Word, and other basic office software and equipment
- Ability to pass a criminal background check

DESIRED QUALIFICATIONS:

- Governmental, nonprofit, and/or fund accounting experience preferred
- Experience working with Oregon Special Districts
- Experience with and/or knowledge of Oregon local budget law

PHYSICAL DEMANDS: Work is performed primarily in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies, records, and storage boxes from overhead and from the floor, including boxes weighing up to 40 pounds. Sufficient vision or other powers of observation are essential to permit the employee to read, sort, and maintain contracts and financial records. Ability to communicate with staff, Board members, vendors, auditors, and representatives of government agencies and other organizations, in person, by phone, and electronically. Occasional exposure to dust, odors, fumes, and normal office exposure to noise, stress, and interruptions. Occasional outdoor work

and travel (less than 25%). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: Works in assigned area, including office areas, training rooms, library locations, and home office as necessary; Normal office exposure to noise, stress and interruptions; Occasional outdoor work and driving.

SALARY & BENEFITS: This is an hourly, non-exempt position. \$21/hour, plus participation in Oregon Public Employees Retirement System (PERS), 2 weeks of vacation leave annually, and generous sick & personal leave. The library is closed on Sundays and most holidays.

The Chetco Community Public Library District is an equal opportunity employer providing employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, disability, national origin, veteran/military status, genetic information, or any other characteristic protected by law.