



## **ACCOUNTING SPECIALIST**

Department: **Administration**  
Revised Date: **October 2023**

Class Code: **862**  
FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under general supervision, performs a variety of clerical and routine accounting and human resource functions on behalf of the Spokane Public Library's Administration Department.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of general clerical duties including preparing routine correspondence, copying and filing documents; sorting and distributing departmental mail; updating and maintaining bulletin boards and mailing lists.
- Reviews and audits payroll data; reconcile timecards against payroll register; collects, delivers, and distributes timecards and paychecks. Works with HR Director on various payroll tasks as needed.
- Receives and scans job and volunteer applications and collects and reports Library volunteer hours to Managers and City Hall.
- Maintains and tracks a contract ledger and files compliance documentation with contract files.
- Submit work-study payments for reimbursement.
- Enrolls staff in First Aid training; inputs, tracks, and monitors employee certification dates.
- Coordinates and documents Public Records Requests and serve as the point of contact for City Clerk's Office.
- Serves as backup for processing payments, and daily and weekly deposit reports.
- Performs other duties as assigned or required.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Associate's Degree in Business Administration, Accounting, or a related field; OR an equivalent combination of education and experience.

## **JOB DESCRIPTION**

### **Accounting Clerk**

#### **Required Licenses or Certifications:**

- Must possess a valid Driver's License.

#### **Required Knowledge of:**

- General office practices, procedures, and equipment.
- Standard computer software applications.
- Basic accounting principles.
- Customer service standards and protocol.
- Library operations, policies, and procedures.

#### **Required Skill in:**

- Performing a variety of general clerical and routine accounting functions.
- Processing payroll and accounts payable invoices.
- Updating and maintaining departmental records, reports, spreadsheets, and databases.
- Establishing and maintaining effective working relationships with other staff, Library departments, outside agencies, vendors, Library customers, and the general public.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment; subject to sitting, standing, walking, bending, reaching, climbing step stools/ladders, and lifting of objects up to 40 pounds.