ACCOUNTING SPECIALIST

Department: Administration  
Class Code: 862  
Revised Date: October 2023  
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.