**POSITION DESCRIPTION**

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide our patrons.

**Job Title:** Accounting Specialist  
**Location:** System responsibilities – Charleston Main  
**Reports To:** Assistant Director-Finance  
**Last Revision Date:** 06/2023

**PURPOSE**

The Accounting Specialist works to ensure accurate processing of financial records for the Kanawha County Public Library system, Library Foundation, and related entities or projects. Provides timely and accurate financial information and participates in daily duties as they relate to accounting. In addition to accounting responsibilities, the Accounting Specialist performs payroll duties on an as needed basis.

**NATURE & SCOPE**

This position performs a variety of established accounting duties. Tasks are generally routine and require little or no deviation from established procedures. Works under general supervision.

**ORGANIZATION PLACEMENT DIAGRAM**

```
  Assistant Director-Finance
   /     \
  /       \ Accounting Specialist
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**QUALIFICATION GUIDELINES**

<table>
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<th>Education</th>
<th>Experience</th>
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| High school diploma with a combination of coursework and experience which provides the knowledge and abilities necessary to perform the work  
Or  
Associate's Degree in a related field | Two (2) years experience in accounting.  
Familiarity with general accounting principles.  
Experience in data collection, entry and reporting with great attention to detail and with strict confidentiality.  
Working knowledge of Microsoft Office software and products.  
Experience with software specialized for payroll and accounting functions. |

**Preferred**

- Bachelors degree
- Experience working in a non-profit or public environment
- Experience with the West Virginia Education Information Services System (WVEIS)

**Ability to:**

- Effectively perform the major duties and responsibilities of the position.
- Interact and communicate effectively both orally and in writing.
- Demonstrate good judgment in making decisions in accordance with regulations and established policies.
- Establish, maintain, and foster positive, harmonious, and effective working relationships.
- Maintain a regular and reliable level of attendance.
- Apply and explain Library policies and procedures related to work assignment.
- Work cooperatively with other staff, vendors, and agencies.
- Maintain highest ethical standards; handle confidential information appropriately.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.
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PRIMARY ACCOUNTABILITIES

Perform overall general accounting function for the Kanawha County Public Library system (KCPL), Library Foundation (LFKC), and related entities or projects.

Responsible for accounts payable, account receivable, invoicing, collections, timely deposits, bank reconciliation’s, adjusting journal entries, etc.

Set up new budget each fiscal year including all appropriate analysis reports and spreadsheets. Reviews budgets monthly to monitor balances, monitor all restricted funds, etc.

Prepare Annual and Monthly Financial Reports for KCPL and LFKC. Prepare various annual, quarterly, and monthly financial reports such as event reports, non-appropriated receipt reports, internal analysis and statistical reports, fund balance reports, statement of cash assets, etc.

Complete all required Federal, State and Local tax returns, registrations, and license applications for KCPL and LFKC, including IRS Form 990.

Complete all payroll transactions on an as needed basis.

Carry out any duties within the scope, spirit and purpose of the job.

ESSENTIAL ABILITIES

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard.

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, vendors, and employees.

Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.

Ability to regularly ascend or descend a series of stairs or several tiers of stairs.

Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.

Ability to effectively communicate in writing and orally on job progress and other overall assignments and responsibilities.

All positions at the KCPL require a criminal background check.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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