

SENIOR STAFF ACCOUNTANT – TEMPORARY POSITION

Library 21c
40 hours per week | Full time

Date Posted	February 06, 2024
Location	1175 Chapel Hills Dr., Colorado Springs, CO 80920
Starting Wage	\$ 24.05 per hour - \$31.88 per hour
Position Hours	40 hours per week

Monday – Friday : 8 a.m. to 5 p.m.

Note: The position's schedule may be subject to minor changes due to required meetings, training events, etc. In addition, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

****This position is a temporary replacement for a current, permanent staff member during their absence from approximately 03/01/2024 to 06/07/2024. If this position should become vacant, then the temporary staff member would need to re-apply for the permanent position. This temporary position is not eligible for any benefits.**

Procedure for application:

1. Complete a PPLD online application located at ppld.org/careers on the Application tab. If it is an internal only job posting, please log in to ESS to fill the application.
2. Requires resume and cover letter. Applications will not be considered without a resume and cover letter.
3. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, x6380 or send an email to sgollapalli@ppld.org

Closing Date: This position is open until filled. Preference will be given to applications received by **February 20, 2024, at 9:59 p.m. MST.**

Position Summary: Operates in a diverse environment to help fulfill the Library's mission by maintaining financial records and reporting functions, and by providing general financial operating support to the Finance Department.

Essential Functions:

Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform monthly and yearly closing procedures by recording complex journal entries, reviewing general ledger accounts for accuracy and reconciling accounts including the banking accounts.
- Assist with month and year-end system closing processes and transitioning to new year activity.
- Perform analysis on reports for accuracy, clarifies and communicates results with management in order to produce accurate financial data, assisting in the preparation of monthly financial statements for the Library District and the Library Foundation.
- Assist with the annual audit process by meeting timelines established through a project plan, preparing audit work papers requested by the auditors, ensuring necessary year-end close procedures are performed timely and accurately, and acting as a liaison between the Library District and the auditors.
- Assist in preparation of ACFR by compiling annual financial information in the format required by following all GASB and GAAP recommendations and completing all required sections of the document in order to meet legal and regulatory requirements.
- Assist in the preparation of the annual financial statements for the Foundation in compliance with FASB and Form 990 as needed.
- Maintain the Library districts accounting requirements, system, and annual physical inventory for Fixed Assets.
- Process all purchase requisitions ensuring proper documentation and in compliance with Library Districts purchasing policies and procedures.
- Assists with requests for proposals, maintaining contract, bid, related records, and communications with vendors.
- Assist with annual budget processes; prepare, assist, and maintain grant reporting and applications.
- Assist in the E-Rate process; prepare and file the appropriate forms; maintain documentation.
- Performs payroll support functions, including batch report processing; serves as a fully functional payroll back-up throughout the year as needed.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keeps informed about Library and department information.
- Attends regular department meetings and scheduled All-staff meetings.
- Work on special projects as needed and act as a Finance department liaison within the district.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities:

The employee is expected to perform or possess the following:

- Thorough knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.

- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- A significant level of trust and diplomacy is required. Develop and maintain relations with both internal and external customers of the finance department.
- Must be able to effectively handle multiple projects simultaneously in a deadline driven environment.
- Work independently and as part of a team and take on new tasks with high level of difficulty.
- Work with minimal up-front guidance.
- Take ownership of work product.
- Work closely with all major functional leaders of the Library district.
- Ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

1. Bachelor's degree in accounting, required.
2. Five years of accounting experience including 2 years working with audit, required.
3. Government accounting experience, knowledge of GAAP, GASB, FASB standards and governmental accounting policies and procedures required.
4. Non-Profit accounting experience required.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature, and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally lift up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

Conditions of Employment: All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination after a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.