



Employment Opportunity

Accounting and Payroll Analyst

Full Time

Central Services, St. Peters, MO

The St. Charles City-County Library is seeking a talented Accounting and Payroll Analyst to fill an immediate full time opening. The Analyst is responsible for accounting duties related to general ledger, payroll, accounts payable and receivable, and cash receipts. This position requires strong customer service, research skills and the ability to communicate verbally and in writing to resolve accounting or payroll questions.

Responsibilities include but are not limited to: Payroll processing, journal entries, reconciling purchase orders and receipt data with vendor invoices, verifying invoices for payment, employee reimbursements, accurate record keeping of vendor W9 and ACH Forms, and processing 1099 vendor forms at the end of the year.

Requirements:

- Prior accounting experience
- Extensive knowledge of accounting functions and procedures
- Expertise with Blackbaud financial software and any payroll software
- Must be extremely accurate with strong attention to details
- Associate Degree in Accounting or Business

Schedule: Monday through Friday 8:00am-4:30pm

We offer a full benefit package which includes medical, vision and dental and life insurance, retirement plan, deferred compensation (457) plan, FSA and generous time off.

The St. Charles City-County Library is a Kaleidoscope of Discovery! Our branches are located in some of the fastest growing communities in Missouri, and we are poised to grow right along with them. The future looks bright. Join us!

For priority consideration, submit a [SCCCL Application](#), cover letter and resume to any branch, or email application materials to jobs@stchlibrary.org, by the priority deadline of **Monday, August 5, 2022**. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

7/22/22-8/5/22

Please see the following job description for more information.

Description Number: 165
Position Title: Accounting and Payroll Analyst
Salary Grade: 16
FLSA Classification: Nonexempt
Reports To: Accounting and Payroll Manager
Revision Date: 7/21/22

Position Summary

The Accounting and Payroll Analyst is responsible for creating accurate and timely financial records for the organization. Under the direction of the Accounting and Payroll Manager, prepares and examines financial records related to the operations of the Library District and Library Foundation organizations. Assists with other accounting duties related to general ledger, purchasing, accounts payable, cash receipts, accounts receivable and payroll. Communicates with internal and external customers to resolve accounting or payroll questions. Performs a variety of duties to support the daily operation of Finance.

Essential Functions

1. Prepare accounting records, including financial statements and other financial reports, to assess accuracy, completeness, and conformance to standards defined within the department.
2. Support month-end close and special projects as requested.
3. Establish records of accounts and input entries into proper accounts.
4. Ensure proper documentation and appropriate maintenance of financial records, making optimal use of current technologies.
5. Answer accounting procedure questions by researching and interpreting accounting policy and regulations.
6. Prepare special financial reports by collecting, analyzing, and summarizing account information and trends.
7. Prepare forms and manuals for accounting procedures for the District as well as Library Foundation.
8. Contribute to operations of Finance and Support Services by accomplishing related projects/duties as needed.
9. Prepare analysis of spending by department, showing actual versus budget and identify and explain variances.
10. Assist CFO in providing requested information to the District's auditors.

Duties

1. Reconcile assigned bank accounts.
2. Invoice various entities for services provided and leased space.
3. Reconcile purchase order and associated receipt information with vendor invoices.
4. Obtain and maintain vendor Form W9 (Taxpayer ID) information and other forms.
5. Verify accuracy of invoices/support documentation and prepare them for payment.
6. Process vendor 1099 information at calendar yearend.
7. Balance and prepare library branch collected monies for deposit.
8. Process employee expense reimbursements for payment by direct deposit.
9. Process computerized payroll each pay period and maintain/update employee data.
10. Create payroll reports for management as requested for labor and budget analysis.
11. Verify employee W-2 information.
12. Correspond with vendors, customers, and employees as needed to resolve issues and answer questions.
13. Assist with telephone, visitors, incoming mail and supply requisitions.

Skills

1. Professional accounting knowledge and skills.
2. High proficiency with accounting, payroll, and compliance software packages.
3. Strong mathematical reasoning for problem solving and analysis.
4. Strong critical thinking skills; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Must be extremely accurate with strong attention to details.

6. Ability to perform clerical duties related to the operation of the department.
7. Proficient use of Microsoft Office Suite and Google Workspace.
Ability to exercise initiative to achieve established goals and directives.

Essential Physical Abilities - Accomplished with or without reasonable accommodation.

1. Sufficient ability to communicate effectively using speech and hearing.
2. Sufficient vision to perform detailed work or read documents and spreadsheets.
3. Ability to perform the majority of work at a desk.
4. Ability to bend, reach, and lift documents for filing in cabinets.

Education and Experience

1. Associate degree in accounting or business required; BA/BS preferred.
2. Two years of accounting experience, required.
3. Extensive knowledge of accounting functions and procedures.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.