

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
BUSINESS OFFICE COORDINATOR II	NON-EXEMPT
Business Office	Pay Grade
ADMINISTRATIVE SERVICES	30

JOB SUMMARY

The primary responsibility of the Business Office Coordinator is to ensure the smooth and efficient operation of the Business Office and office related activities for the Laramie County Library System (LCLS).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs exceptional customer service. As the first, and sometimes only, person that a patron may be in contact with, customer service is a very important aspect of all library positions.
3. Following established procedures, conducts and oversees accounting functions (General Ledger, Accounts Payable and Payroll) for the Library System and Library Foundation. Ensures accuracy in the data entry and payment processes.
4. Completes quarterly and year-end payroll processing and reports.
5. Assists the Deputy Director of Operations with select Human Resource functions and employee benefit administration.
6. Sets high performance standards and functions as a role model of exceptional customer service. Ensures that all employees working in the Business Office provide exceptional customer service.
7. Maintains knowledge of and performs all aspects of other business office positions, including coordination of board mailings, purchase of supplies, filling supply requests, compiling statistical reports, sorting mail, answering incoming calls and completion of other administrative and clerical duties.
8. Mentors Business Office employees. In consultation with the Deputy Director of Operations, delegates duties as fits the skills and abilities of the employees. Challenges employees to broaden their skills and knowledge, which includes promotion of continuing education opportunities
9. Ensures that scheduling of office employees is done in a timely and fair manner so that the reception desk is adequately staffed and employees work the required number of hours.
10. Trains Business Office employees and oversees Business Office workflow and functions. Ensures accuracy of Business Office tasks.
11. Conducts initial training, ongoing training, and delegation of duties as fits the skills and abilities of employees within the Business Office.

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12. Utilizes computers and software applications that relate to the operation of the Business Office and is able to complete preliminary troubleshooting of the technology. Notifies Information Technology Services employees when a problem with a piece of equipment cannot be corrected and follows up to ensure that problems are resolved in a timely manner.
13. Ensures the accuracy of all reports, products, etc. generated from Business Office.
14. Assists in developing and preparing grant applications, RFP's and other documents.
15. Assists in completing surveys received by the library.
16. Establishes, finalizes and confirms for the library staff registration, travel and lodging accommodations for attendance at conferences and/or meetings.
17. Works at the Greeter Desk as assigned.
18. Performs other related and necessary duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited college or university in Accounting, Business or other related field
- 3 years of experience or
- The equivalent combination of education and experience.

REQUIRED CERTIFICATIONS, SKILLS AND ABILITIES

- Must have a current driver's license valid in the State of Wyoming or the ability to obtain one within six months of date of hire
- Must be bonded or able to be bonded
- Must be able to be licensed as a Notary Public in the State of Wyoming
- Proficiency with current professional software and a variety of software programs related to library operations and other automated library services
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks
- Proficiency in applying good customer service skills.

REPORTING RELATIONSHIPS

Reports to: Deputy Director of Operations
Supervises: none

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PHYSICAL EFFORT AND WORKING ENVIRONMENT

The essential duties and responsibilities of this job require the employee to function in a normal work environment with occasional stooping, bending, or lifting.

DATE CREATED 2/2022