

Job Posting for Business Office Coordinator II

HOURS & SALARY: Full-time 38 hours per week, with a salary range of \$22 - \$26 an hour.

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The Library Journal 2008 Library of the Year, Laramie County Library System is a hub for engagement, literacy and learning, and lifelong curiosity and discovery. With nearly 385,000 yearly visitors to a 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System champions a knowledgeable and engaged community.

The Business Office is the hub of all the business related functions for the Laramie County Library System (LCLS). Office employees complete accounting functions to include accounts payable, cash receipts, payroll, bank reconciliations and general ledger journal entries for both the Library System and Library Foundation. Office employees also provide direct public service to library patrons at the reception desk by greeting walk-in customers and providing notary services and answering phone calls.

Business Office employees work closely with Library System and Library Foundation Administration and all divisions in the library. The two current Business Office Specialists are long term employees who have worked with LCLS 8+ and 22+ years. A successful candidate will be a person who has attention to detail and a willingness to complete regular monthly tasks to a high standard. A person who completes tasks and projects quickly and accurately will enjoy this team and the work environment. A background in accounting and office management as well as the ability to work under tight deadlines and collaborate with team members will be important to success.

It is an exciting time to join the LCLS team. The Business Office Coordinator II is a new position to LCLS and will work closely with the Deputy Director of Operations to ensure office operations run smoothly. The person in this position will fill in at the reception desk in the absence of the Business Office Specialists, work the greeter desk as assigned and may be required to track grant income and expenditures. The individual may assist with select human resource functions, such as benefit administration and onboarding.

Come and join our team. Apply online and include your cover letter and resume.

MINIMUM REQUIREMENTS

- Bachelor's degree in accounting, business management or other business related field
- 3 years of progressively responsible and related work experience
- Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities

SELECTION PROCESS

Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at <https://lclsonline.org/application-for-employment/>) and upload a cover letter and résumé. **The application deadline is May 25, 2022 at noon.** The hiring committee will contact applicants who are selected for further testing, portfolios, or interviews. As a courtesy, we notify all applicants by mail when a position is filled. Hiring is contingent on a post-offer criminal history background check.

WORK SCHEDULE

The schedule will be predominately regular business hours (Monday through Friday, 8am-5pm or 9am-6pm) however, occasional weekend and evening hours may be required. **Anyone who works for the library must be willing to work anytime the library is open.** *Laramie County Library* (Cheyenne) hours are Monday – Thursday 10:00 a.m. to 9:00 p.m., Friday and Saturday 10:00 a.m. to 6:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. All library employees are scheduled to attend monthly staff meetings.

BENEFITS

- Employees pay into Social Security.
- LCLS pays both the employee (currently 9.25%) and employer percentage (currently 9.37%) to WRS, if an employee is vested and leaves prior to retirement, only the employee portion, as defined by state law, is available to the resigning employee. The employer portion remains with WRS. If the employee is vested and retires from the library, the monthly benefit is based on years of service and average salary. The benefit received will last for the employee's lifetime, even if those benefits exceed what was deposited by the library on their behalf.
- LCLS also pays 100% of the premium for \$25,000 term life insurance policy for the employee.
- This position receives paid time off for 13 holidays, vacation and sick leave, and one personal day each year. Vacation leave is accrued based on the number of hours worked, so is not a lump sum, but is earned over time. Employees are eligible to use vacation leave after six months of employment (prior commitments are negotiable). For the first two years, employees earn up to two weeks of vacation leave per year. The number of weeks of vacation leave increase with years of service.
- Medical insurance and a separate dental plan are available at the employee's option. LCLS pays 85% of the cost for the medical and dental insurance premiums and the employee pays the remaining 15%.
- A deferred compensation plan, prepaid legal services agreement, vision coverage, and other supplemental insurance options are also available at the employee's expense.
- Employees may join the YMCA without an initiation fee.
- Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988. Hiring is contingent on a post-offer background check.

QUESTIONS

For questions about this position, contact Laura Block, Deputy Director of Operations at lblock@lclsonline.org or 307.773.7223.