

Title: Accounting Specialist

Location: Cheyenne

Division: Accounting

Reports To: Accounting Manager

Position Status: Non-Exempt

July 2017



Basic Purpose: Provides accounting support for the entire organization. Reviews and processes expense vouchers, invoices, purchase orders, cash receipts and similar documents, identifies errors, properly classifies, codes and posts financial data to an established accounting system (WOLFS), answers internal and external customer questions, and performs related clerical duties to maintain related files and records. Ensures accuracy and provides specialized accounting knowledge of organization, vendor management, budget processes, encumbrances, fixed assets, and other related general accounting policies.

Essential Duties:

- Coordinate account payable.
- Process encumbrances
- Process cash receipts
- Maintain fixed asset inventory
- Process requests for telephone changes
- Coordinate with A&I for Central Mail, Motor Vehicles & Telecom Billing
- Process Vendor Forms
- Assist with budget adjustments and audit preparation as needed
- P-card payment processing

Position Requirements:

- Any combination of education and experience equivalent to a high school diploma plus four or more years' work related experience.
- Wyoming On-Line Financial System (WOLFS), Salesforce, Grant Smith, InfoAdvantage, SARA-Eternal system, Telesoft system, Excel, Word, Office 365
- Detail oriented, highly organized, and proactive.
- Strong written and verbal communication skills.
- Strong analytical and problem solving skills.
- Able to build and promote trust and teamwork.
- Works well both independently and as a member of a team.
- Knowledge of Wyoming State Statute, Federal laws, and regulations.
- Generally Accepted Accounting Principles (GAAP) and governmental accounting knowledge and related ongoing professional development is required; audit experience is beneficial.
- Experience in accounting processes and procurement practices and policies.