

Title: Accounting Specialist
Location: Cheyenne
Division: Business Operations
Reports To: Accounting Manager
Position Status: Non-Exempt
October 2019

Basic Purpose: The Accounting Specialist performs data entry of a variety of accounting tasks that include expense vouchers, invoices, purchase orders and similar documents to the accounting system (WOLFS); answering internal and external customer questions; and performing clerical duties in maintaining related files and records. The Accounting Specialist is relied on to accurately process general accounting tasks.

Essential Duties:

- Organize and maintain all accounting files.
- Code & input accounts payable (vendor invoices, travel vouchers, etc.) into WOLFS.
- Process requests for telephone changes.
- Prepare archive items and submit to the state archive office
- Coordinate with A&I for Central Mail, Motor Vehicles and Telecom Billing.
- Coordinate employee group travel and handle direct bill correspondence.
- Maintain fixed asset inventory and perform annual physical inventory.
- Enter, modify and scan vendor forms to WOLFS.
- Research fiscal questions or issues as requested.
- P-card payment processing
- Input cash receipts into WOLFS as requested.
- Assist with budget adjustments and audit preparation as needed.
- Order all office supplies
- Backup to the Accounting Manager as needed

Position Requirements:

- Any combination of education and experience equivalent to high school diploma plus two years' work related experience in a professional setting.
- Knowledge of standard accounts payable procedures and general accounting principles.
- Strong written and verbal communication skills.
- Able to build and promote trust and teamwork.
- Strong analytical and problem solving skills.
- Detail oriented, highly organized, and proactive.
- Work well both independently and as a member of a team.
- Knowledge of Wyoming State Statute.
- Knowledge of: WOLFS/Infodvantage, EXCEL, Concur and Quickbooks a plus