



We are hiring an Accounting Specialist (32 hours per week) to join our amazing team in Cheyenne, Wyoming. The heart of public health is the community we work to protect. For Cheyenne Laramie County Public Health (CLCPH), that community is Laramie County. We live by the mission to protect, promote, and enhance community health for everyone in Laramie County.

As an Accounting Specialist, you will:

- Perform accounting functions in accordance with internal policies and procedures in accordance with GAAP, GASB and grant agreements.
- Classify & distribute receipts, deposits & invoices to appropriate departments for coding.
- Record receipts, deposits, invoices & timesheets in accounting software, verifying for accuracy.
- Draft appropriate journal entries to correct errors as needed.
- Calculate, prepare, and issue invoices.
- Conduct analysis of data, entries, transactions, and accounts.
- Perform payroll functions including verifying accuracy of deductions for benefits and timesheets.
- File and remit payroll taxes and other payroll related financial obligations.
- Manage financial and accounting software and files
- Will assist in response activities as a public health employee when necessary.

If you are the right person for this opportunity, you will have the following skills and experience:

- High School Diploma or equivalent.
- Two years accounting, finance or bookkeeping experience preferred.
- Attention to detail and ability to analyze for errors.
- Calculate, balance, and reconcile data and cash.
- Problem solving and organizational abilities

Find out more about Cheyenne Laramie County Public Health at: <https://clcpublichealth.org>.

If you are ready to become part of our amazing team, you can apply at Indeed or on our website at <https://clcpublichealth.org/admin/job-openings/>.