

Job Description

Position Title: Library Accounting Specialist

Job Family: Financial Services

Job Level: Support & Service - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 03

Position Summary:

The Library Accounting Specialist performs a variety of financial functions pertaining to the library. Coordinates and monitors financial activity for department budgets. Reviews and approves charges made from staff members in support of daily operations and approves purchase requests. Provides budget analysis for department management. Processes department purchase reimbursement.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Compiles, inputs, and analyzes financial data, reviews encumbrances and expenditures for accuracy, availability of funds, and for college compliance; identifies discrepancies or problems and recommends solutions.
2. Provides customer service via several platforms such as in person, over the phone, through email, or virtually. This includes working with campus library selectors; verifying item availability on multiple ordering platforms; applying campus-specific requirements; performing quality control checks; and editing records as needed, when ordering library materials.
3. Maintains financial records; resolves accounting discrepancies. This may include internal library purchases, external procurement department purchase requests, and facility-related charges.
4. Purchases library tangible and e-resource materials, both one-time purchases and ongoing renewals, for library patrons. Maintain related documentation that may be subject to internal and external audits.
5. Completes purchase requisitions, obtains purchase orders, monitors standing orders, creates expense reports, processes invoices, credit memos, requests for payment, monitors chargebacks, and assists with capital equipment and/or material purchasing requests.
6. Prepares, monitors, and updates daily activity of departmental invoices and purchases within multiple systems. Creates, reviews, interprets, and maintains a variety of records.
7. Enters, processes, and approves procurement card purchases within both Library and College systems.
8. Suggests and creates procedures and processes for efficient workflow.
9. Provides budget analysis; ensures proper allocations and budget availability within multiple systems.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of internal and external customer service principles and practices
4. Knowledge and application of organizational and time management principles
5. Skill in analyzing data and drawing conclusions
6. Skill in effective communication (both written and oral)
7. Skill in positive, productive, and flexible customer service
8. Skill in problem solving
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
10. Ability to apply effective and accurate data entry and typing skills
11. Ability to develop and maintain effective and positive working relationships

Supervision:

- Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.

- Associate's degree in Accounting, Finance, or a closely related field of study preferred.
- One (1) to three (3) years of accounting, bookkeeping, or related experience required
- Three (3) to five (5) years of accounting, bookkeeping, or related experience preferred.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

- Passport Agent Certification may be required
- Notary Public Commission may be required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment background check required
- Valid AZ Driver's License