Job Description

Position Title: Administration Staff Accountant

Classification: F

Supervisor Title: Finance and Operations Director

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Finance and Operations Director, this position facilitates superior library service by performing accounts payable, handling accounting duties, processing payroll, and purchasing supplies.

Specific responsibilities/functions will be assigned by the Finance and Operations Director on the basis of experience, skills, needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g.  Bachelor’s Degree) or experience:

* **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings.
* **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, and maintaining and organizing digital files.
* **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
* **Time Management** includes prioritizing tasks, meeting deadlines, and managing time independently.
* **Research Skills** include understanding the information needed, performing internet searches, evaluating the results and sources, and synthesizing the data to present findings and recommend an action.

1. Working knowledge of finance related technology and software with the ability to problem solve and troubleshoot.
2. Knowledge of general library philosophy, including the *Library Bill* *of Rights* and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
3. Experience in payroll preparation, accounts payable, purchasing or general office procedures and practices.
4. Experience in handling confidential information.

## ESSENTIAL FUNCTIONS

1. Processes accounts payable and maintains associated records and statistics.
2. Prepares and processes semi-monthly payroll and maintains leave accruals.
3. Performs purchasing duties including requesting quotes, ordering, receiving, distributing items and managing the supply room.
4. Assists in preparing and maintaining departmental records, statistics and reports.
5. Participates in relevant training, continuing education and/or staff development.
6. Performs other duties as assigned.

WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

PHYSICAL REQUIREMENTS

1. Constantly moves about building to access file cabinets and deliver materials.
2. Constantly operates a computer and other office machinery, such as a coin counter, printers/copiers, and calculator.
3. Constantly communicates with staff and vendors.
4. Constantly discerns items near and far.
5. Frequently transports materials weighing up to 35 lbs. to move files and refill office supplies.