



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title:	Accounting Technician	Position Code:	1008-110
Reports To:	Controller	Classification:	Non-exempt
Division:	Finance and Business	Date:	03/2024

JOB SUMMARY:

Under general supervision balances, deposits, and posts to the account system deposits received from each library and department; maintains and issues parking cards and posts parking expense to the account system for the downtown library and provides support for all accounting functions.

ESSENTIAL JOB FUNCTIONS:

- Provides excellent customer service.
- Balances all deposits received from each library daily; researches and makes inquiries if a discrepancy is found. Runs a daily cash report from point-of-sale (POS) and balances to the total of the accumulated receipts that accompany each deposit.
- Balances daily cash reports with cash in hand and prepared the bank deposits. Counts and sorts money according to the bank deposit preparation procedures.
- Creates and imports credit card and POS transactions into the accounting system. Scans deposit information to attach to the import file.
- Creates journal entries for deposits not included in import.
- Maintains and distributes coins for self-service checkout machines.
- Performs annual cash count audits at each library and prepares a report for the Controller.
- Travels to individual libraries to help staff improve cash handling/drawer balancing practices, as requested.
- Handles and processes checks returned for insufficient funds.
- Enters bankruptcy information into the Integrated Library System and releases check holds.
- Enters, converts, and receives purchases for the Business Office.
- Processes payments for copier maintenance.
- Maintains and distributes monthly utility reports and analysis.
- Creates invoices and receives payments for rent payments and other miscellaneous items.
- Coordinates parking permit acquisitions and processes payment for monthly parking invoices for the downtown library staff.
- Receives and distributes departmental correspondence for appropriate destinations.
- Makes recommendations to improve efficiency and effectiveness of business operations.
- Organizes and maintains retention files as stated in procedures.
- Cross-trains with other Business Office staff to allow for coverage in Business Office tasks during absences or other situations, as required.
- Answers the telephone; greets visitors and customers and performs other general office tasks.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required; and completes required safety training each quarter.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library customers' records and the code of professional ethics.
- Performs other related duties as assigned.

FREQUENCY OF TRAVEL REQUIREMENTS:

- Occasional travel to other library locations.

INTERACTION:

- Interaction with all levels of staff, vendors, and the public.

MATERIAL AND EQUIPMENT USED:

- Coin and Bill Counters
- Computer(s)/Printer(s)
- General Office Equipment
- 10-key Calculator

MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:**

- High school diploma or GED; and,
- Two or more years of accounts receivable experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of this job.

Licenses and Certifications:

- None

HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:

- One or more years of business and accounting courses from a college or vocational-technical school.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

- General office practices and procedures, such as letter writing, and operations of standard office equipment.
- Generally Accepted Accounting Principles applicable to accounts payable, accounts receivable, cash handling processes, and public agency requirements.
- Basic business laws governing financial transactions and binding contracts.
- Basic budgetary principles and practices.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Basic business mathematics, including percentages and decimals.
- Recordkeeping, report preparation, filing methods and records management techniques.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Using interpersonal skills necessary to effectively interact with internal staff, customers, and other departmental staff to give and extricate information in a courteous and friendly manner.
- Communicating clearly and effectively, both orally and in writing.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Preparing clear and concise reports, correspondence, and other written materials.
- Performing analysis necessary to perform numerical calculations to obtain totals, balances, and verify information.

Mental and Physical Abilities:

- Ability to maintain honesty and integrity during cash handling and financial transactions.
- Ability to perform all jobs effectively and efficiently.
- Ability to concentrate and pay close attention to detail with constant breaks in concentration associated with answering phones or speaking in person to individuals requiring assistance.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, IRS publications, procedure manuals and so forth.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to perform all mathematical functions required in conjunction with the related jobs.
- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job the employee is frequently required to move from place to place, use hands to finger, reach, handle or feel, speak and hear, and lift and/or move up to 25 pounds

- While performing the essential functions of this job the employee is occasionally required to bend, stoop, crouch, crawl, kneel, and lift and/or move up to 50 pounds.

SUPERVISORY RESPONSIBILITY:

- This position has no supervisory responsibilities.

WORK ENVIRONMENT:

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- This position is eligible for Core and Emergency telework.

SUMMARY STATEMENT:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.