



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Acquisitions Invoice Specialist
Reports To: Collection Services Assistant Manager
Division: Collection Services and Development

Position Code.: 1037-106
Classification: Non-exempt
Date: 11/2024

JOB SUMMARY:

Under general supervision, responsible for posting invoices for materials received by the library system and ensuring accurate reconciliation with receiving system data. Creates digital copies of invoices for payment processing and coordinates the application of credit memos. Manages the return of defective or damaged materials to vendors. Assists the Collection Services Assistant Manager with consolidating monthly statements and performing other assigned tasks. Provides mentorship and backup support to Receiving Technicians as needed.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Provides excellent service to internal and external guests
- Posts invoices for purchased materials using a computerized integrated library system (ILS); uses a scanner to create digital copies of invoices for payment; verifies accuracy of receiving information as entered by the Receiving Technicians and reconciles invoices to ensure accurate and timely payments; researches and resolves problems with invoices or refers to supervisor as appropriate.
- Reviews all invoice fields in the ILS for accuracy including location, fund, budget year, item/account, and asset designation.
- Ensures all invoices are accurate and properly supported by the necessary documentation.
- Contacts vendors or staff to resolve any issues with invoices.
- Works with vendors, supervisors, and the Business Office to resolve payment issues.
- Assists supervisor with consolidating vendor statements to confirm the status of listed invoices, ensuring they have been paid or are scheduled for payment, and assists in resolving any discrepancies or vendor errors.
- Enters order cancellation information from vendors into the ILS with accuracy.
- Coordinates the application of credit memos; generates credit memos for defective materials; reconciles received credit memos with invoices; notifies supervisor to apply credit memos through accounting software to ensure correct application of credit to library accounts.
- Identifies other problems with materials received and forwards information to supervisor; corrects invoices as needed for these problem materials before posting invoices; updates and maintains decision log.
- Returns defective or damaged materials to vendors with appropriate documentation per vendor requirements and library guidelines; updates and maintains returns log.
- Maintains sufficient technical knowledge to operate, maintain, and troubleshoot issues with the vertical lift system and makes service calls for repairs if a supervisor is unavailable as appropriate.
- Performs close-out duties daily; batch files close-out lists with copies of invoices
- Cross trains with acquisitions staff to ensure coverage for tasks during absences or other situations.
- Mentors and provides backup for Receiving Technicians; receives shipments of new book and non-book materials, verifies related documentation, and enters data into the computerized receiving system.
- Communicates with vendors, Collection Services staff, and library department personnel in person or by phone to answer inquiries, provide information, resolve issues, or escalate to a supervisor or appropriate party when necessary.
- Delivers entered books and non-book materials to Cataloging; checks on-sale date for materials before delivering to avoid early release.
- Completes all required and assigned training on time.
- 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 Library Bill of Rights, the Freedom to Read Statement, the privacy of library guests' records, and the Code of Professional Ethics.
- Performs other related duties and special tasks as assigned.

FREQUENCY OF TRAVEL REQUIREMENTS:

- Rare travel to other locations may be required for this position.

INTERACTION:

- Interaction with library staff and vendors.

MATERIALS AND EQUIPMENT USED:

- Computer
- Calculator
- General Office Equipment
- Scanner
- Vertical Lift Storage System

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

- High School diploma or GED; additional courses related to business or accounting preferred; and,
- One year of experience with library acquisitions or invoice processing; or,
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

- None.

HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:

- Educational courses related to business or accounting.

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

- General office procedures, policies, and practices, as well as knowledge of computers and other general office equipment.
- Standard business arithmetic including percentages and decimals.
- Recordkeeping, report preparation, filing methods, and records management techniques.
- All computer applications and hardware related to the performance of the essential functions of the job including word processing and spreadsheet software.

Skill In:

- Using a computer to accurately and rapidly enter and retrieve data and information.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Communicating clearly and effectively with others.
- Using interpersonal skills necessary to effectively interact with internal staff and library vendors to give and extricate information in a courteous and friendly manner.

Mental and Physical Abilities:

- Ability to concentrate and pay close attention to numbers and other details despite frequent interruptions associated with answering the telephone or speaking in person to someone requiring assistance.
- Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Ability to deal with problems involving several concrete variables in standardized situations
- While performing the essential functions of this job, the employee is frequently required to sit, move from place to place, use manual dexterity for tasks such as typing or operating equipment, reach with hands and arms, and communicate verbally and audibly.
- While performing the essential functions of this job, the employee may occasionally be required to stand, walk, and lift or move objects weighing 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.
- The incumbent's working conditions are typically moderately quiet.

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 the 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.