



## Illinois Heartland Library System

**Position Title:** **Accounting Assistant**

**FLSA:** Non-exempt

**Location:** Edwardsville

**Employee Type:** Part-time

**Pay Type:** Hourly

**Fiscal Classification:** Support Services

**Salary Grade:** 4

### **Summary:**

The Accounting Assistant position is the administrative support for the Finance Department. This position would be performing a variety of accounting tasks related to accounts payable and receivable.

### **Essential Duties & Responsibilities:**

- Use computers with accounting software to record, store, and analyze information
- Access computerized financial information to answer questions
- Comply with federal, state, general accounting principles, and IHLS policies, procedures and regulations
- Receive and record requests for expenditures, checks, and other documents used to make accounts payable and/or accounts receivable transactions, as needed
- Assist and backup the Accounts Payable and Accounts Receivable Coordinators.
- Assist and prepare reports.
- Assist with payroll processing.
- Prepare correspondence.
- Answer phones and procedural questions.
- Process incoming organization mail and assist in department mailings.
- Maintain departmental copying and filing.
- Maintain finance office supplies.
- Attend workshops and participate in training.
- Participate proactively as part of the IHLS team in identifying and making suggestions to increase efficiencies, implement cost saving strategies, and improve service.
- Assist with special projects.

**Supervised by:** Chief Fiscal Officer

**Supervises:** None

**Licenses or Certifications Required:** Must have a valid driver's license.

### **Knowledge, Skills and Abilities**

- Knowledge of administrative processes and systems.
- Knowledge of general accounting procedures.
- Demonstrated skills in Microsoft Word and Excel.
- Proficient in using accounting software.
- Ability to work independently with little or no supervision.
- Experience in the review of timesheets and other information to detect payroll discrepancies.

Accounting Assistant (continued)

- Ability to establish and maintain effective working relationships with staff and member libraries.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, member libraries and job duties.
- Excellent oral communications skills for the purposes of conveying information and instructing others.
- Ability to establish and maintain effective working relationships with other employees and managers.
- Ability to embrace change and to work in an organization that values customer service.
- Ability to be organized and detail oriented.
- Excellent problem-solving skills.
- Confidentiality and discretion required.

**Education and Experience**

- Associate Degree in Accounting, or currently working towards Bachelor's Degree in Accounting.
- Two years accounting work experience preferred.

**Working Conditions:**

The work is performed in an office setting during the day.

**Telecommuting:**

This position does not allow for telecommuting.

**Physical Requirements**

This position is primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.

Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.

Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

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**Employee (Print Name)**

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**Employee Signature**

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**Date**

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**Supervisor (Print Name)**

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**Supervisor Signature**

\_\_\_\_\_  
**Date**