



Illinois Heartland Library System

Position Description

Position Title: OCLC, Sr. Accountant

FLSA: Exempt

Location: Edwardsville

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Other Professional

Salary Grade: 9

Summary:

The OCLC, Sr. Accountant oversees all aspects of the ILLINET/OCLC Accounting Grant as well as accounts payable, accounts receivable, payroll and cash receipts for the three locations. The Sr. Accountant has a significant role in preparing reports and budgets for all grants and funds.

Duties & Responsibilities:

- Prepare and monitor OCLC grant application.
- Coordinate the maintenance of equipment and software required for OCLC billing.
- Perform account billing functions for OCLC.
- Resolves invoice questions and prepares payments to OCLC.
- Review accounts payables processes for IHLS.
- Review accounts receivable processes for IHLS.
- Monitor and review general ledger.
- Prepare, maintain and update payroll processes.
- Train and answer questions regarding financial software.
- Assist with budget preparation.
- Prepare month end, quarterly and year end reports.

Supervised by: Chief Fiscal Officer

Supervises: Accounts Payable, Accounts Receivable

Minimum Education and Experience:

- Bachelor's degree in Accounting.
- Five years of relevant experience may be substituted for education;

- Five years experience using accounting software; experience using Microsoft Word and Excel.
- Supervisory experience is a plus.

Licenses or Certifications Required:

Valid driver's license or other accommodations for travel.

Knowledge, Skills, and Abilities Required:

- Proficient in use of financial software.
- Ability to operate computers programmed with accounting software to record, store, and analyze information.
- Ability to check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Knowledge of accounting procedures to classify, record, and summarize financial data to compile and keep financial records.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Knowledge of office administration and procedures.
- Proficient in the use of Microsoft Word and Excel.
- Knowledge of accounts receivable and payable.
- Ability to establish and maintain effective working relationships with staff, governmental representatives, and staff from libraries.
- Ability to provide timely responses to request.
- 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, library staff, and job duties.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment.

Telecommuting:

This position allows for occasional telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Clarity of vision at 20 inches or less, with the ability to adjust the eye to bring objects into sharp focus and clarity of vision at 20 or more feet.
- Ability to concentrate on detailed information over an extended period of time.
- 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 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.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

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Approved March 2015