



Illinois Heartland Library System

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ATTACHMENT 10.3

MEMO TO: Executive Committee  
FROM: Leslie Bednar  
DATE: November 18, 2017  
RE: Part-time Accounting Coordinator Proposal

For your consideration, I share a proposal that was approved by the Finance Committee at their November 16, 2017 meeting. The committee approved the addition of a part-time Accounting Coordinator, and the original staff proposal was for a college intern position.

IHLS can benefit from an additional member of the accounting team to take on additional projects, assist with the heavy workload during certain times of the year (i.e. audit season), and to fill in during accounting staff absences. We currently have two related positions: a full-time Accounts Payable Coordinator and a full-time Accounts Receivable Coordinator. The proposed new position would be a blend of both--allowing the greatest flexibility within the department.

This position is not currently included in the board-approved FY2018 budget, and will require approval by the Executive Committee followed by the Board. To aid in your decision making here are some pertinent details:

General Duties

This position will be responsible for receiving supplier invoices, processing them and paying them when due. Additionally, the position will manage and perform all aspects of the accounts receivable process.

Position Qualifications

--Bachelor's degree in accounting or related field  
--3+ –5 years general accounting experience with either accounts payable or accounts receivable focus (required)

Position Classification

Grade 7

Salary Range

--Minimum \$16.35 / hour  
--Midpoint \$20.75 / hour  
--Maximum \$23.86 / hour

Thank you.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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