



Illinois Heartland Library System

MEMO TO: Board of Directors
 FROM: Leslie Bednar
 DATE: November 27, 2017
 RE: Part-time Accounting Assistant Proposal

For your consideration, I share a proposal that was share with both the Finance and Executive Committees. The proposal and outcome has varied slightly since originally introduced:

-- Finance Committee: at the November 8 meeting, members approved to add a part-time permanent staff member in the finance department and move the proposal forward.

-- Executive Committee: at the November 20 meeting, members requested a draft position description accompany the proposal to the Board and discussed the possibility of a special meeting to approve the executive director's hiring recommendation to fill the 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 propose creating a new position—Accounting Assistant—and have attached a *draft* position description. Please note: this position description has not been through a thorough internal review and may change prior to review by the Personnel Committee at its December 7 meeting.

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 pertinent details are below:

General Duties

Assist and backup the Accounts Payable and Accounts Receivable Coordinators.

Position Qualifications

- Associate's degree in accounting or currently working towards bachelor's degree in accounting.
- Two years accounting work experience preferred.
- Strong Microsoft Office skills (Excel, Word, and Power Point).
- Proficient in using accounting software.

Position Classification

Grade not determined

Salary Range

Not determined

Thank you.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!



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:

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:

- Answer phones and procedural questions.
- Open, stamp, and distribute mail to all departments.
- Assist in department mailings.
- Maintain departmental copying and filing.
- Maintain Finance Office supplies.
- Perform data entry.
- Assist and prepare reports.
- Assist with payroll processing.
- Prepare correspondence.
- 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.
- Assist and backup the A/P and A/R Coordinators.
- Other duties as necessary.

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, including the use of Word and Excel.
- Ability to work independently with little or no supervision.
- Ability to participate in "teamwork".
- Ability to effectively multi-task and prioritize work load.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- 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.

Accounting Assistant (continued)

- 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.
- Knowledge of general accounting procedures.
- Strong Microsoft Office skills (Excel, Word, and Power Point).
- Proficient in using accounting software.

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.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date