

# PALATINE PUBLIC LIBRARY DISTRICT

## JOB DESCRIPTION

**TITLE:** Accounting Associate

**DEPT.:** Administration

**REPORTS TO:** Finance Manager

**CLASSIFICATION:** Non-exempt

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### Objective:

Order and manage Library supplies. Perform basic cash management responsibilities in accordance with the policies and procedures of the Library District.

### Duties:

1. Count and balance cash receipts daily and make bank deposits.
2. Record cash and credit card receipts daily in QuickBooks.
3. Maintain Imprest checking account, Petty Cash account and cash boxes in library.
4. Order all library supplies with the exception of books, technology, and maintenance for Library District.
5. Review purchase orders by verifying specifications and price, obtaining recommendations from suppliers for substitute items, obtaining approval from requisitioning department, and ensuring goods are received on a timely basis.
6. Verify receipt of items by comparing items received to items ordered; resolve shipments in error with suppliers.
7. Assist with input and review of bills
8. Assist with mailing payments and filing bills after approval by the Board of Trustees.
9. Maintain inventory of supplies in Administration.
10. Assist with preparation of annual reports as required.
11. Prepare spreadsheet and statistical reports as assigned.
12. Perform other miscellaneous duties as assigned.

### Minimum Qualifications:

#### Education:

Two years of college or equivalent. Business coursework preferred.

#### Experience:

Minimum 1 year related bookkeeping or accounting experience preferred.

#### Skills:

##### *Office & Library*

- Ability to work with efficiency, skill, accuracy and appropriate speed
- Knowledge of and ability to carry out policies and procedures

- Ability to read library material labels in order to comprehend and put in correct order
- Ability to alphabetize correctly

#### *Communication*

- Ability to work collaboratively as a member of a team
- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to read information from computer monitors
- Ability to adapt communication style
- Ability to communicate skillfully, accurately, and pleasantly in person, on the telephone, via email, and online

#### *Customer Service*

- Ability to use good judgment following procedures in support of library policies
- Ability to empathize and relate to staff needs, exploring beyond the initial question to determine the actual information desired
- Ability to work effectively and courteously with the public and staff
- Ability to work efficiently and calmly during busy periods and with frequent interruptions
- Ability to handle emergency situations in a calm, capable manner
- Ability to provide excellent customer service at all times

#### *Organizational*

- Detail-oriented
- Ability to handle multiple tasks and efficiently organize work
- Ability to exercise initiative and to make appropriate independent decisions
- Ability to work in a supportive manner with colleagues and managers
- Ability to consistently complete and follow-up on departmental jobs
- Knowledge of library policies and procedures
- Knowledge of materials/services available at the Library
- Knowledge of physical organization of the building and functions of the various departments within the Library

#### *Technology*

- Ability to type and enter data into computer accurately
- Proficiency in the use of personal computing technologies, including: desktops, laptops, tablets, current operating systems, and Internet applications required
- Knowledge of Windows platforms and Windows Office Suite (Word, Excel, PowerPoint, Outlook, Publisher and Internet Explorer)

- Knowledge of QuickBooks or Library's current accounting software
- Ability to troubleshoot minor problems with computers and peripherals
- Demonstrates ease and comfort with emerging technologies

**Supervisory Responsibility:**

None.

**Contacts:**

*Internal:*

Library staff and management

*External:*

Vendors and bank personnel

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job.

Physical requirements include: speaking, hearing, vision, and keyboarding ability sufficient to adequately perform the job; ability to push/pull up to 50 pounds; and ability to lift and carry up to 20 pounds occasionally.

**Working Conditions:**

Work is performed in a typical library environment. Part-time position. Must have valid driver's license and proof of auto insurance or have the ability to arrange own transportation between Main library, branches, and other locations as needed.