

**MIDPOINTE LIBRARY SYSTEM  
JOB DESCRIPTION  
ACCOUNTING ASSISTANT**

Status: Part-Time/Full-time

FLSA: Non- Exempt

Pay Level: 4

**PURPOSE**

Under supervision of the Fiscal Officer, supports the day-to-day accounting activities including accounts payable, receivables, and receipting ensuring prompt and accurate processing, and compliance in accordance with federal, state, local, and library requirements, policies, and procedures.

**RESPONSIBILITIES**

1. Assist the Fiscal Officer with the daily accounting functions, including but not limited to accounts payable, receivable, and receipting.
2. Monitor money collections and complete deposits.
3. Assist system-wide staff with accounting issues.
4. Assist in the bidding process.
5. Assist in the maintenance of the inventory control system for fixed assets.
6. Assist with record retention documentation.
7. Assist with internal audit processes and procedures.
8. Know and implement accounting and library policies and procedures efficiently and accurately.
9. Provide excellent customer service, demonstrating a professional, courteous, and respectful attitude towards all external and internal customers.
10. Provide information and supporting documentation to auditors.
11. Maintain and increase accounting and library knowledge and skills through attendance at meetings, conferences, webinars, and seminars.
12. Participate in meetings, committees, and other similar activities both internally and externally.
13. Regular and predictable physical attendance as required.
14. Other duties as requested or assigned.

**QUALIFICATIONS**

1. Associate degree in accounting, finance, or related degree needed, with public sector accounting experience highly preferred.
2. Minimum 2 years of public sector and accounting experience highly desired.
3. Must be accurate and detail oriented.
4. Knowledge of fund accounting, generally accepted accounting principles, purchase order procedures, accounts payable, accounts receivable, financial record-keeping requirements, and accounting system software is highly preferred.
5. Must interact with customers in a consistently tactful, friendly, and courteous manner.
6. Must be able to demonstrate excellent interpersonal skills.
7. Excellent computer skills using various software programs such as Word, Excel, and accounting software.
8. Must be able to effectively problem solve, be adaptable, collaborative, organized, and efficient.
9. The ability to adapt to change, accept uncertainty, prioritize, handle confidential information, manage frequent interruptions, work independently and work in teams is needed.

10. Must be able to communicate effectively and have excellent verbal and written communication skills including excellent grammar.
11. Must be able to operate library equipment such as copiers, computers, printers, shredders, and other equipment.
12. Must be able to learn and carry out the responsibilities of the position.
13. A strong service/work ethic, sound judgement, reliability, and the ability to quickly and favorably adapt to new and changed responsibilities is needed.
14. Must be able to effectively speak, listen, read (including cursive), and understand English to discern verbal and written instruction and to communicate effectively with others.
15. Must have regular and predictable physical attendance as required.

#### **PHYSICAL REQUIREMENTS**

1. Must be able to move intermittently throughout the workday.
2. Must have sufficient clarity of speech and hearing which permits satisfactory communication with others.
3. Must possess sufficient manual dexterity to operate library equipment and perform general typing and keyboard operation that will enable assurance of position requirements.
4. Must have sufficient visual acuity to distinguish, produce, and view a wide variety of materials in both print and electronic format as needed for the position.
5. Must be able to work in areas with odors including cleaners and disinfectants, and in areas that may contain dust or other possible allergens.
6. Must be able to move full book crates, book carts and/or bins, and other materials that could weigh up to 75 pounds.

NOTE: The above job description is not intended, nor should it be construed, to be an exhaustive list of all responsibilities, skills, or efforts associated with the position. The MidPointe Library System will modify and/or delete content of the job description as needed at any time.