

Ball State University
Position Description

Department: University Libraries

PC#: 503094

Dept Code: 12300

Salary Grade: 8 N

Position Title: Acquisitions Accounting Fiscal Control Assistant

Reports To: Acquisitions Accounting Fiscal Control Supervisor

Revision Dates: 9/2000; 12/2002; 2/2004

Human Resources Representative: Rhonda Thomas

This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Positions Supervised: None.

Position Function:

Perform tasks related to the accounting/budgeting function of the Library Acquisitions operation.

Duties/Responsibilities:

1. Process vendor invoices for print materials by ascertaining appropriate fiscal control procedures to use; verify correctness of information on invoices; audit information in the library's automated system to ensure proper receipt and use of funds; approve and enter invoices/credit memos/prepays into the library's automated system and the university accounts payable system in a timely manner to ensure payment without penalties; reconcile financial reports with the library's automated system and university accounting systems; initiate oral/written communication when there is a need to correct, clarify, or inform vendor or respective library or university area about policy/procedures or a particular problem.
2. Perform entire fiscal control process for non-print payables by ascertaining appropriate fiscal procedures to use; includes review invoices and prepays for correctness, verify proper receipt of materials, approve and enter invoices into the library's automated system and the university accounts payable system as appropriate in a timely manner to ensure payment without penalties; reconcile financial reports with the library's automated system and university accounting systems; research/problem-solve discrepancies by oral/written communications with vendors and respective library and university areas.
3. Assist with the development of departmental and library periodical budget projections several times a year by utilizing an analysis of payment histories by vendor, type of material, and date of occurrences to determine projected expenditures and to develop ratio for continuing/non-continuing funds.
4. Compile figures reflecting allocations, expenditures, current balances, and continuing/non-continuing ratios as appropriate for use by Collections Development and various other library personnel.
5. Provide backup support for the Acquisitions Accounting Fiscal Control Supervisor during extended absences and frequent special assignments of the supervisor; responsibilities during this time will expand to include managing all operations.
6. Assist with acquisitions activities and projects of limited duration.
7. Perform other related duties as assigned.
8. Maintain regular and predictable attendance.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.

Minimum Qualifications:

Education: Over eighteen months of education or training beyond high school or equivalent in accounting, bookkeeping, or related field.

Experience: Over one through three years of accounting/bookkeeping or financial experience; working knowledge of basic Microsoft applications.

Additional Preferred Qualifications:

Education: Associate's degree in accounting, bookkeeping, or related field.

Experience: Additional related experience.