

*Ball State University*  
**Position Description**

**Department:** University Libraries

**PC#:** 503133

**Dept Code:** 12300

**Salary Grade:** 11 N

**Position Title:** Acquisitions Accounting Fiscal Control Supervisor

**Reports To:** Head of Acquisition Services

**Revision Dates:** 1/2000; 11/2000; 1/2002; 11/2005

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:** Acquisitions Accounting Fiscal Control Assistant.

**Position Function:**

Assure that materials are paid in a timely fashion and provide timely and accurate financial information to appropriate personnel when requested.

**Duties/Responsibilities:**

1. Assign and review work, orient and train staff, and make recommendations in all areas related to supervision, including but not limited to interviewing and selection, compensation, discipline, performance appraisal, and training and career development of personnel.
2. Provide information for financial transactions on SIRSI and proper use of funds and status.
3. Reconcile Acquisitions and Replacement Accounts with the university accounting system; correct discrepancies and contact appropriate personnel.
4. Review posting sheets of transactions, Fund activity reports, and incoming statements for discrepancies; contact various vendors and personnel to resolve errors.
5. Review records on SIRSI, verify materials received, schedule payments for cash discounts, record payment note if necessary, and approve invoices for payments.
6. Develop and maintain various financial reports as requested.
7. Collect and analyze information about expenditures and payment histories on a title by title basis to provide periodic budget projections for the Serials Account; compile all variances and provide figures for Serial ratio purposes; compile standing order projections and perform various monographic projections for a complete Acquisitions budget projection.
8. Assist with activities and projects of limited duration.
9. Perform other related duties as assigned.
10. 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:** Bachelor's degree or equivalent in business/accounting or related area.

**Experience:** One through three years of computerized financial recordkeeping experience; working knowledge of basic Microsoft applications.

**Additional Preferred Qualifications:**

**Education:**

**Experience:** Additional years of computerized financial recordkeeping experience.