

LIBRARY ACCOUNTS CLERK**NATURE OF WORK**

This is responsible record keeping work in the Administration Section of the Queen Elizabeth II Library.

Work involves responsibility for processing documents for payment, reconciling budget account records, ensuring that expenditures are charged to the proper accounting codes, and maintaining records of Library fund trust and grant accounts. Supervision is exercised over part-time clerical positions performing support duties. The employee of this class works within established accounting systems and procedures, although independent judgment is required in the review of supplier and budget statements. Work is reviewed by an administrative superior through discussion, observation of results obtained and approvals of payment.

ILLUSTRATIVE EXAMPLES OF WORK

Performs detailed work reconciling supplier statements; reviews source documents for information; contacts supplier regarding any discrepancies.

Receives and reviews invoices; ensures that item has been received in proper condition and that documentation of receipt has been received; approves invoice for payment by Financial and Administrative Services; requests bank drafts for Canadian and foreign currency invoices; forwards draft to suppliers.

Reviews monthly printout of library accounts from Financial and Administrative Services ensures that entries have been shown properly; contacts Financial and Administrative Services staff regarding problems found; prepares journal entry to indicate corrective action required; prepares statements for library administration, as requested.

Reconciles library bank accounts; takes action to correct any errors; maintains a record of bank balance; forwards all cheques on account to administrative superior for approval.

Maintains a record of payments to suppliers on a prepaid basis; reviews charges to ensure that the amounts are appropriate; reviews supplier account balances to ensure that sufficient prepaid balance is available; requests cheques or bank drafts to replenish account balances, when necessary.

Maintains records of library trust and grant accounts; receives and records donations; processes requests for expenditures from grant fund for grant holders; provides explanation to grant holder regarding grant reports; prepares summaries of transactions for trust accounts, as requested.

Supervises clerical positions performing coding, searching or record maintenance functions; assigns work; sets priorities; reviews completed work for accuracy.

Prepares statistical data on various accounts, costs and charges, as requested.

Maintains liaison with Financial and Administrative Services and advises library staff members of procedural changes; provides assistance to library staff in the resolution of account problems.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in progressively responsible record keeping work; graduation from high school supplemented by college level courses in related area; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of financial record keeping principles and practices.

Considerable knowledge of office methods and procedures, and familiarity with the use of standard office equipment.

Knowledge of the University's Banner accounting system, accounting regulations, procedures and operations applicable to the Queen Elizabeth II Library.

Knowledge of procedures in the preparation of documents for data entry.

Ability to supervise and participate in the processing, coding and batching of invoices of considerable volume.

Ability to apply accounting and procedural principles to specific work problems.

Ability to prepare a variety of regular and special financial and statistical reports.

Ability to make mathematical calculations accurately and rapidly.

Ability to establish and maintain effective working relationships with outside suppliers, University officials, Librarians and other employees.

Skill in the operation of calculating machines and other office equipment.

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