



Anderson County Library
300 N. McDuffie St, Anderson, South Carolina 29621
(864) 260-4500

JOB DESCRIPTION

JOB TITLE: Accounting Clerk I

Pay Grade:

FLSA: Non-Exempt

FUNCTION

Performs a variety of work supporting the finance department, including, but not limited to, entering Accounts Payable and purchasing.

SUPERVISION RECEIVED

Works under the supervision of the Head of Finance.

SUPERVISION EXERCISED

None.

EXAMPLES OF WORK PERFORMED

(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)

Enters invoices for Account Payable. Acts as backup for running Accounts Payable when the Head of Finance is unavailable.

Assists with library payroll by:

- Entering the part-time employee hours from the timekeeping system to generate hourly employee payroll on a semi-monthly basis.
- Answering employee questions regarding payroll and leave.
- Providing backup to run payroll when Head of Finance is unavailable.

Works with supervisor on financial matters including insurance and HRAs.

Prepares a variety of reports, statistical tabulations and related information for decision making purposes.

Coordinates purchasing of office and library supplies system wide by:

- Ordering office and library supplies for the Library system from requests received. Checking to see that supplies are received and distributing supplies to appropriate departments.
- Monitoring unusual or excessive requisitions and taking appropriate action.
- Researching most cost effective supply options, or alternatives, as needed.

Enters new employee information into accounting system.

Files appropriate paperwork in a timely manner.

Empties and counts coins from library machines weekly. Verifies and/or counts money and worksheet for Circulation, Reference and branch cash drawers; enters same into worksheets.

Provides backup for Administration department as needed.

May fill in other positions within the Library System.

Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Associates degree in finance or accounting from an accredited university; and
- (B) Two (2) years of previous experience in accounting/bookkeeping.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of standard accounting functions, practices, and procedures; ability to set priorities; ability to adjust to changes in the daily work schedule; ability to handle multiple projects at the same time.
- (B) Excellent clerical and computer skills, including internet experience; ability to perform detailed and precise work.
- (C) Ability to establish and maintain effective working relationships with the general public, employees, branch managers and system personnel; ability to communicate effectively orally and in writing; ability to work in a team environment as well as independent work.
- (D) Must possess a valid driver's license or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, cash register, 10-Key calculator, phone, fax and copier.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to maneuver objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to travel to other areas within the Library.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.