

Hartford Public Library

Date: January, 2017

Position: Accounting Clerk

Department: Administration

FLSA: Non-Exempt

Reports To: Finance Director

SUMMARY OF RESPONSIBILITY:

The Accounting Clerk position is responsible for daily accounting, accounts receivable, and accounts payable functions in the Finance Department. The account clerk performs all accounts payable and receivable duties. The account clerk also performs, or assists in, a variety of professional accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling all accounts and financial transactions, statements, records, and reports; maintains the accuracy of the HPL's financial information; assists in the preparation of monthly reconciliations, budgets, materials for audits, and year-end closing. This position supports the development and implementation of accounting processes, procedures and financial controls. Maintains appropriate documentation of files including but not limited to contracts, leases, and accounts receivable and payables to provide accurate and timely financial information. Assures accounting is in compliance with GAAP requirements for nonprofits. This position ensures the highest level of service is provided by staff to all customers.

Essential Functions:

- Performs Daily/Weekly account payable functions including invoice entry, business card reconciliation, and credit card payments
- Performs Daily/Weekly accounts receivable functions including daily cash counting from register, preparation of weekly deposits, and deposit entry
- Records monthly revenues, expenses and activity for Hartford Public Library; perform monthly reconciliations, record daily cash activity, prepare, review and analyze monthly financial statements; assist in the month end, quarter-end and year-end closing processes, ensuring transactions are in accordance with GAAP and internal policies and procedures are followed and communicate exceptions to management.
- Performs Daily/Weekly cash reconciliations and coordinates weekly deposits.
- Develop and maintain financial record keeping and reporting systems.
- Monitor and follow-up on receivables for timely collections.
- Produce monthly financial statements including balance sheet statement and cumulative general ledger using QuickBooks and MUNIS accounting system.
- Assists Finance Director with monthly account reconciliations, journal entries and monthly close outs in an accurate and timely manner.
- Compile and analyze financial information to prepare financial statements including monthly and annual accounts.
- Ensure financial records are maintained in compliance with generally accepted accounting principles.
- Ensure accurate and timely monthly, quarterly and year end close processes
- Establish and monitor the implementation and maintenance of accounting control procedures.

- Resolve accounting discrepancies and irregularities.
- Assists Finance Director in preparation for financial audit and coordinate the audit process.
- Reviews all invoices for appropriate documentation and approval prior to processing for payment.
- Answers all vendor inquiries.
- Verify calculations of accounts payable and receivable; code payments and voucher number accounts before posting.
- Prepare journal entries, budget transfers and other financial transactions as instructed by Finance Director.
- Development and coordination of budget reporting for all funds to include operating, endowment, grant and 501(c) 3.
- Monthly reconciliation of 501(c) 3 account using QuickBooks software and other funds as directed by the Finance Director.
- Assists the Finance Director in coordination of the Library's annual audit.
- Assists the Finance Director in the development of the annual and capital budgets.
- Maintenance of files for contracts and lease, contract process flow and log.
- Maintains open communication with all staff.
- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.

Other Functions:

- Attends professional meetings as directed by Finance Director;
- Performs related duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

QUALIFICATIONS AND COMPETENCIES:

- Bachelor's Degree in accounting, finance, or related field is required.
- Four to seven years of experience in accounting or finance is required; experience in nonprofit or municipal environment is preferred.
- Strong research and development skills.
- Solid working knowledge of Generally Accepted Accounting Principles as they relate to nonprofit and funding account systems. Proficient in MS Office, especially Excel, MUNIS and QuickBooks software applications is required.
- Solid project management skills are required.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.
- Strong commitment to working within a team environment is required.
- Ability to provide welcoming and effective customer service.
- Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Maintain confidentiality related to the area of work.
- Valid driver's license is required.

Mental and physical requirements:

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

- Must be able to perform continuous bending, twisting, stooping, reaching, pulling of a cart, and lifting of moderate to heavy weight material up to 50 lbs.
- Must be able to walk, sit and stand for extended periods during the shift.
- Must be able to travel to all facilities within the city, during all weather conditions.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, potentially stressful situations.