

**PRINCE GEORGE PUBLIC LIBRARY
JOB DESCRIPTION**

Name of Employee:

Department: Finance & Facilities

Position Reports To: Lyoshi LaMair

Position Title: Accounting Clerk II

Department Manager: Lyoshi LaMair

Title: Manager of Finance & Facilities

Revised April, 2025

ROLE DESCRIPTION

The Accounting Clerk II performs a key practical and technical role within the Facilities & Finance department of the Prince George Public Library. Reporting to the Manager of Finance & Facilities, the Accounting Clerk II is responsible for the efficient day-to-day operation of the accounts receivable, fulfills purchasing requests from library staff, and performs some banking functions for the Library.

The Accounting Clerk II collaborates with department team members in decision making, troubleshooting, goal setting, and planning for the accounting and purchasing functions in the Finance & Facilities department.

POSITION RESPONSIBILITIES

- The Accounting Clerk II is responsible for maintaining accounts receivable records. This includes the preparation of invoices and reimbursement request documents as required, ensuring payment of monies owing to the Library, correctly coding all monies deposited, the timely receipt of operating grants from the City of Prince George, and invoicing vendors as required.
- The Accounting Clerk II produces appropriate charitable donation receipts throughout the year as funds are received, ensuring that donors are recognized for their contribution in a timely manner.
- The Accounting Clerk II maintains the information of donors within established procedures while adhering to applicable privacy legislation and policy.
- The Accounting Clerk II notifies the Manager Finance & Facilities and project leads, and adds backup documentation to the file when grant funds are received.
- Taking direction from Library staff members responsible for various budget areas, the Accounting Clerk II purchases and receives equipment and operating supplies, in accordance with established policies, guidelines, and accepted purchasing practices.
- The Accounting Clerk II monitors and makes recommendations regarding the annual office supplies budget, maintaining office supplies stocks, and filling supply requests upon consideration of quality, cost, and effectiveness.
- The Accounting Clerk II counts and balances daily cash, prepares bank deposits, and enters cash sheets into the accounting system. The Accounting Clerk II makes arrangements to deposit cash and cheques at the Library's banking institution.
- The Accounting Clerk II processes purchase orders in according to established procedures.

- The Accounting Clerk II creates and maintains contract files.
- The Accounting Clerk II assists the Manager of Finance & Facilities as required in preparation of monthly financial reports, including providing monthly cash sheet batches and reports applicable to monthly bank statements for all library bank accounts.
- The Accounting Clerk II communicates any discrepancies in the accounting records to the Manager of Finance & Facilities as they occur.
- The Accounting Clerk II cooperates with departmental staff members and auditor representatives to assist in the completion of the annual financial audit process as needed, providing assistance, documents, reports, and other applicable reporting requirements.
- The Accounting Clerk II may participate in the maintenance of donation and grant files as needed, including adding copies of pertinent revenue documents to the appropriate files, and reconciling files with accounting records each fiscal period.
- The Accounting Clerk II replenishes departmental funds for petty cash.
- The Accounting Clerk II may act as backup to the Accounting Clerk I as required.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Position Qualifications

- Post-secondary certificate in business with a minimum of two university level accounting courses
- A minimum of 2 years of experience in a similar position
- Comprehensive experience in Excel, Word, and other Microsoft applications
- Experience in batch accounting an asset

Qualities

- Superior Customer Service Skills
- Excellent communication and interpersonal skills, both written and oral
- Strong attention to detail
- Team player
- Ability to look for alternative solutions to problems, and to organize work and service effectively
- High level of self-motivation and resourcefulness
- Ability to work independently and collaboratively within a team and with other library staff

WORKING CONDITIONS

- Physical effort: Majority of time spend moving around the building. Occasional lifting of boxes and other materials up to 60 pounds.
- Physical environment: Usually located in an indoor area in administration offices, but is required to move through different spaces for duties throughout the building.

- Sensory attention: Regular need to give attention, observing, and listening to what is happening. Accuracy must be maintained in this position.
- Mental stress: The work is varied and ongoing. There is ongoing pressure for performance, dealing with frustrations of staff and the general public such as vendors and suppliers. There is an intermittent demand for decisions/actions based on limited information. Need to deal with a variety of people internally and externally to coordinate different projects and functions of the position.

The foregoing description is an accurate and complete statement of the duties, responsibilities, and authority assigned to this position.

Date:

Employee:

Manager:

Library Director:
