



## Illinois Heartland Library System

### Position Description

#### **Position Title: Senior Accountant**

**FLSA:** Exempt

**Location:** Edwardsville

**Employee Type:** Full-time

**Pay Type:** Salaried

**Fiscal Classification:** Other Professional

**Salary Grade:**

#### **Summary:**

The Senior Accountant position is responsible for serving as a team leader in the finance department and ensuring the department creates accurate and timely financial records for the organization.

#### **Essential Duties & Responsibilities:**

- Review all supplier invoices for accuracy, ensure supporting documentation is received, acquire payment authorization from purchaser, and determine general ledger account posting.
- Review financial information, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and/or program improvement.
- Develops systems for the maintenance of financial records, making use of current technologies.
- Review processes and creates forms and manuals for accounting personnel.
- Serves as a coach and mentor for those in the Accounts Payable and Accounts Receivable roles.
- Prepare suppliers' 1099s.
- Maintain files and documentation thoroughly and accurately in accordance with company and state policy.
- Assist in month end closings.
- Input staff hours worked for biweekly company payroll.
- Analyze historical financial expenses, determine present and future needs, and establish projections for annual operating budget.
- Prepare and enter monthly and routine journal entries.

- Monitor and review general ledger.
- Performs other duties as assigned.

**Supervised by:** Finance Director

**Supervises:** None

**Education and Experience:**

- Bachelor's degree in accounting or equivalent work experience 2:1.
- 3- 5+ years general accounting experience with strong accounts payable focus
- Strong Microsoft Excel and Word skills.
- Proficient in using accounting software; Abila preferred but not required

**Licenses or Certification Required:** None

**Knowledge, Skills, and Abilities Required:**

- Knowledge of accounting procedures to classify, record, and summarize financial data to compile and keep financial records.
- Strong verbal, written, and interpersonal skills.
- Ability to audit figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Ability to maintain good organization and discretion.
- Ability to prioritize and handle interruptions while effectively meeting deadlines.
- Ability to manage several projects simultaneously in a fast pace and team-oriented environment.
- Knowledge of general accounting office administration and procedures.
- Ability to work in an organization that embraces customer service.
- Ability to organize time and work independently.
- Ability to establish and maintain effective working relationships with IHLS staff and stakeholders.
- Display professional business attitude with a pleasant demeanor while working in a customer service-oriented organization
- Ability to travel as required

**Working Conditions:**

Work is usually performed in an office environment.

**Telecommuting:**

This position does allow for occasional telecommuting.

## Physical Requirements:

- This position is primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Ability to concentrate on detailed information over an extended period of time.
- Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

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Employee (Print) Name

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Employee Signature

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Date

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Supervisor (Print) Name

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Supervisor Signature

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Date