UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty_____ Exempt _X___ Non-Exempt ____ Other____

FOR LIBRARY HR USE ONLY – Position Number

Date Prepared: January 14, 2016
Prepared by: Andrea White

Division: Administrative Services
Department: Budget & Business Services

Reports to: Manager of Budget & Business Services
Position Title: Senior Accountant

NATURE OF WORK:

With minimal supervision, the Senior Accountant is responsible for complex account reconciliations, retrieval of financial data from the University’s Kuali Financial System (KFS), analysis and manipulation of financial data using Microsoft Office products, assisting the Manager for Budget and Business Services with the preparation of financial reports and budgets and with special projects as assigned. The Senior Accountant is also responsible for all activities related to payroll, and is back-up for procurement and grant accounting functions for the University of Maryland Libraries. In this role the Senior Accountant will also serve as back-up for the Manager and will be the acting Manager during the Manager’s leave periods.

DUTIES AND RESPONSIBILITIES:

Works with the Manager for Budget and Business Services to help manage all aspects of accounting/budgeting for the Libraries. This includes account reconciliations, generating monthly financial reports; identifying deviations from the budget and recommending corrective action; and monitoring accounts for accuracy. Responsible for the compilation of financial data from the University’s Kuali Financial System and the analysis and manipulation of financial data using Microsoft Office Excel software. The incumbent will be expected to maintain a high level of expertise in the use of the KFS and Excel. 60%

Performs all payroll related functions for the UM Libraries, meeting PHR deadlines for bi-weekly payroll, verifying the accuracy of pay calculations, and completing all other duties related to the accurate, timely and comprehensive processing of payroll, leave calculations, and all communications related thereto. Runs appropriate WOW (Warehouse on Web) reports and takes necessary action. Prepares a variety of reports and spreadsheets as assigned. Maintains files that comply with audit requirements. Serves as liaison with campus payroll office. 25%
Is fully cross-trained on all Libraries procurement and grant accounting tasks and provides back-up and training to the other Budget and Business Office staff who have primary responsibility for these duties. 10%

In all areas of responsibility:
- Identifies problems needing immediate attention, researches the background of the problem and available resources, and recommends and implements solutions for the Manager.
- Assists in the development of policies, procedures, guidelines, and best practices and in making these available on the Libraries Intranet web pages.
- Maintains existing intranet web pages in a timely manner, reviews for accuracy, updates as necessary.
- Performs other duties as assigned. 5%

PHYSICAL DEMANDS:

Normal office working conditions

SUPERVISORY RESPONSIBILITIES:

Occasionally required to supervise Budget & Business Office staff in the capacity of Acting Manager during the Manager’s leave periods and other absences.

QUALIFICATIONS (Knowledge, skills, and abilities):
- Analytical skills and the ability to identify and resolve problems and recommend solutions
- Ability to identify, evaluate, and resolve account discrepancies to ensure the accuracy of all financial documents
- Experience with extracting financial data from campus financial systems, and providing additional complex manipulation of the data for reporting and analysis using database and/or spreadsheet software
- Attention to detail and basic knowledge of mathematical methods and techniques
- Knowledge of relevant University policies and procedures
- Works well within and across organizational unit.
- Ability to multi-task and consistently deliver high quality work on time
- Ability to maintain confidential information
- Must have excellent interpersonal and oral/written communication skills

EDUCATION:

Required: A bachelor’s degree in accounting or related field
EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):

**Required:**
- A minimum of five (5) years of prior work experience in budgeting, accounting, financial statement preparation, and/or complex reconciliations
- Must have a demonstrated ability to work independently and use good judgement in making decisions in accordance with established policies
- Working knowledge of campus systems, KFS and PHR
- Proficiency in Microsoft Office products with demonstrated expertise in Excel

**Preferred:**
- Two (2) years supervisory experience
- Ability to document policies, procedures and best practices
- Experience using BrioQuery software
- Experience using Priority (BA3) software
- Prior work experience in a higher education environment

Employee’s Signature________________________ Date___________

Print Employee’s Name________________________________________

Supervisor’s Signature____________________ Date_____________