

**UNIVERSITY OF MARYLAND LIBRARIES  
POSITION DESCRIPTION FORM**

**Check one: Faculty** \_\_\_\_\_ **Exempt**  **Non-Exempt** \_\_\_\_\_ **Other** \_\_\_\_\_

**Date Prepared:** March 2022     **Division:** Administrative Services

**Prepared by:** Andrea J. White     **Department:** Business Services

**Reports to:** Sr. Accountant

**Position Title:** Financial Coordinator

As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland (UMD) Libraries serve more than 41,000 students and 14,000 faculty and staff of the flagship College Park campus. The Libraries' extensive collections, programs, and services enable student success, support teaching, research, and creativity, and enrich the intellectual and cultural life of the community. A member of the Big Ten Academic Alliance and the Association of Research Libraries, the UMD Libraries were honored with the 2020 Excellence in Academic Libraries award in the university category from the Association of College and Research Libraries.

The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable access to our facilities, resources, and services.

**POSITION SUMMARY**

As a member of the Libraries Business Office, this position provides financial and accounting support to the University of Maryland (UM) Libraries. Reporting to the Assistant Dean for Administrative Services, the Financial Coordinator responsibilities include, but not limited to, performing complex professional accounting work such as account reconciliations, journal entries, analysis and manipulation of financial data related to the UM Libraries' state, contract, grant and other accounts, the preparation of monthly financial reports for the University System of Maryland and Affiliated Institutions (USMAI) consortium and assisting the Assistant Dean with special projects as assigned, including being the team lead on various projects. The Financial Coordinator is also responsible for the procurement and accounts payable functions for the University of Maryland Libraries, including monitoring open encumbrances and maintaining the departmental purchasing card, and serves as a backup for the travel and accounts receivable functions for the University of Maryland Libraries. In addition, this position will be the point person for coordinating the assessment and evaluation programs for the Libraries.

## **DUTIES AND RESPONSIBILITIES:**

Maintains and supervises the maintenance of financial records largely those associated with USMAI. Responsible for identifying actual or potential problems and recommending corrective or preventive action. Responsible for the retrieval of financial data from the university's financial system, the analysis and manipulation of the financial data using Microsoft Excel. Monitors and reconciles various Libraries' accounts, resolves discrepancies independently. Reconciles and prepares various monthly financial reports. Audits transactions to ensure they are in accordance with applicable authority, policies and procedures, and are recorded consistent with acceptable accounting standards. Prepares journal entries when necessary. **35%**

Reviews and verifies invoice and contract documents, resolve problems and/or issues regarding nature of purchase, payment amount, and/or adequacy of documentation concerns with staff and/or the University's Accounts Payable department; submits invoices as well as non-travel related expense reimbursements electronically to the Accounts Payable office. Advises staff on the rules and regulations of the accounts payable/procurement process and requirements for vendor payments. Maintains a University purchasing card for the Administrative Services division; allocates charges to appropriate expense code and account and serves as a purchasing card reviewer for other cardholders adhering to the policies and guidelines established for the Purchasing Card Program. Monitors/adjusts open encumbrances. Serves as the liaison to the campus procurement office for the Libraries' procurement related requests. **35%**

Monitors the Libraries' sponsored program and cost sharing accounts. Ensures transactions are in accordance with applicable authority, policies and procedures, and are recorded consistent with acceptable accounting standards. Provides accounting support, including preparing journal entries and payroll transfers when necessary. Prepares cost-sharing transfers timely and accurately. Monitors account balances and provides expertise to Principal Investigators in all areas of sponsored program accounting. Serves as a liaison to the Office of Research Administration (ORA) and to the office for Sponsored Programs Accounting and Compliance (SPAC). Maintains audit worthy files. **10%**

Works with the Director of Consortial Library Applications Support (CLAS) and the Associate Dean of the Digital Services & Technologies (DST) division in preparation of USMAI annual budget and assists in the preparation of the supplemental database billing for all USMAI institutions. Maintains contact with staffs of other campuses in order to obtain, verify or disseminate information. Maintains audit worthy files. **10%**

In all areas of responsibility, brings to the attention of supervisor critical problems needing immediate attention, researches the background of the problem and available resources, and recommends appropriate action. In all areas of responsibility, assists in the development of internal systems to improve accountability of income and expenses, improve record keeping, streamline processes and improve customer service. In all areas of responsibility, assists in the development of policies, procedures, guidelines and best practices and in making these available on the Web. In all areas of responsibility, maintains existing web pages in a timely manner, reviews for accuracy, updates as necessary. **5%**

Serves as a team lead on special assignments and serves as a backup for the procurement and the accounts payable/receivable process associated with the University of Maryland College Park Foundation and the University System of Maryland Foundation, Inc. Participates in university and/or

library activities and training related to promoting diversity, equity, inclusion, and accessibility. Contributes to advancing the University's and the Libraries' goals related to inclusion, diversity, equity, and accessibility. Performs other duties as assigned. **5%**

### **PHYSICAL DEMANDS:**

- Sedentary work in an office environment requiring the ability to operate standard office equipment, including computer, printer and copier.
- Repetitive motion, including substantial movements and motions of the wrists, hands, and fingers.
- Visual sharpness is required to perform activities such as preparing and reviewing data, extensive reading, and viewing a computer.

### **SUPERVISORY RESPONSIBILITIES:**

None

### **QUALIFICATIONS (Knowledge, skills, and abilities):**

- Excellent oral and written communication and interpersonal skills with demonstrated diplomacy
- Strong organizational and time management skills including the ability to handle multiple priorities and meet deadlines
- Demonstrated ability to prepare and analyze complex spreadsheets and reports using Microsoft Excel, Word and Adobe Acrobat
- Excellent analytical and problem solving skills and exceptional attention to detail and accuracy
- Ability to work independently and in a group on variety of assignments
- Flexibility and adaptability in dealing with changing work rules, shifting priorities and deadlines and in accepting new assignments.
- Ability to interpret and apply relevant University and Libraries policies and procedures

### **EDUCATION:**

**Required:** Bachelor's Degree from accredited institution in relevant business-related discipline or equivalent combination of education, training, and experience.

Equivalent combination of education, training, and experience:

- A minimum of two (2) years of experience in accounting, budgeting and/or purchasing with a bachelor's degree
- A minimum of four (4) years of experience in accounting, budgeting and/or purchasing with an associate's degree
- A minimum of six (6) years of experience in accounting, budgeting and/or purchasing without a degree

## **EXPERIENCE:**

### **Required:**

- A minimum of two (2) years of prior work experience in accounting, budgeting, and/or purchasing.

### **Preferred:**

- Experience with University specific accounting system, Quali Financial System (KFS).
- At least 1 year of experience working in a higher education administration office.
- Experience with pre-award activities on sponsored research contracts and grants, including preparation, review and application processing.
- Completion of the Office of Research Administration (ORA) certification program.

### **Vaccination Requirement**

The University of Maryland has made the safety of our students, faculty and staff, and our surrounding communities a top priority. As part of that commitment, the University System of Maryland (USM) recently announced that students, faculty, and staff on USM campuses this fall, including UMD, are required to be vaccinated against COVID. As a prospective and/or a new employee at UMD, you will be required to comply with the University's vaccination protocol. Proof of full vaccination will be required before the start of employment in order to work at any University of Maryland location. Prospective or new employees may seek a medical or religious exemption to the vaccination requirement at [return.umd.edu](http://return.umd.edu) and must have an approved exemption prior to the start of their employment. Failure to provide proof of vaccination or to obtain approval for a medical or religious exemption will result in the offer of employment being rescinded.

### **Background Check Requirement**

Offers of employment are contingent on completion of a background check. A prior criminal conviction or convictions will not automatically disqualify a finalist from employment in the position.

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Employee's Name** \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_