

**UNIVERSITY OF MARYLAND LIBRARIES  
POSITION DESCRIPTION FORM**

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

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

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

**Reports to:** Senior Accountant, Libraries Business Services

**Position Title:** Business Services Specialist

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**

The Business Services Specialist reports to the Senior Accountant and provides support to the Libraries Business Services office; assisting with the day-to-day business activities for the department. Responsibilities include, but not limited to, entry level professional accounting work such as account reconciliations, journal entries, accounts payable functions and preparation of monthly business activity reports. In addition, the position is responsible for reviewing and approving travel transactions for library employees and monitoring of payroll activity associated with gift funding. The ideal candidate will demonstrate flexibility and professionalism when dealing with diverse internal and external clients, will independently manage multiple activities and deadlines, and handle sensitive and confidential matters with discretion and tact.

## **DUTIES AND RESPONSIBILITIES:**

Reviews and approves university travel documents for library faculty & staff in accordance with University policies. Serves as Travel Card reviewer for library cardholders. Prepares and distributes monthly divisional travel reports. Trains and assists library employees in completing university travel forms; serving as the point person for all matters relating to travel, staying up-to-date on all university required travel training. Maintains audit worthy files. **35%**

Manages the creation, maintenance, and reconciliation of gift accounts using an automated database. Process deposits and payment of invoices. Resolves discrepancies as needed. Prepares and distributes monthly gift reports. Maintains audit worthy files. Serves as a resource for account administrators on issues related to gift accounts. **35%**

Reconciles revenue income received (cash, check, credit card, wire transfer, etc.) associated with services provided by the Libraries. Initiates and monitors invoice billing for the department. Prepares and distributes reports, as needed. **10%**

Coordinates student employment needs of the Libraries Business Services office, working with Libraries Human Resources with regards to recruitment. Supervises, trains, and evaluates performance. Plans, schedules, assigns and reviews work. **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 Libraries' Intranet. In all areas of responsibility, maintains existing intranet pages in a timely manner, reviews for accuracy, updates as necessary. **5%**

Engages in shared-governance and/or service activities, as appropriate and/or in areas in which the individual is interested in volunteering. Participates in library-, consortial- or campus-related task forces, committees, and initiatives, as assigned. Participates in training related to promoting diversity, equity, inclusion, and accessibility, as provided by the University, the Libraries, and/or other recognized higher education or community organizations. Contributes to achieving the University's and/or the Libraries' diversity, equity, inclusion, and accessibility goals. Serves as backup to others in the business office as needed and 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:**

- Student Employees

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

**Required:**

- Working knowledge of and ability to apply Generally accepted Accounting Principles (GAAP).
- Working knowledge of management principles and practices. Skill in applying basic analytical skills to review expenditures and revenues, prepare forecasts, and reconcile accounts.
- Skill in performing basic mathematical computations.
- Skill in planning work and supervising others.
- Skill in organizing and executing multiple assignments under specific time constraints.
- Ability to interpret and apply relevant University policies and procedures in the areas of finance, human resources, payroll, purchasing, and sponsored programs
- Ability to prepare and present budgetary, accounting, and other reports and schedules.
- Ability to communicate effectively orally and in writing.
- Ability to operate office equipment, computers, and related software.
- Ability to handle sensitive and confidential matters with discretion and tact

**Preferred:**

- Proficiency with Microsoft Office, Google Apps, Adobe Acrobat Pro
- Prior experience with UMD systems, including KFS & ELF
- Knowledge of university policies and procedures such as purchasing and travel cards responsibilities.
- Experience using Workday HR, Workday Finance, and Concur.
- Attention to detail and proficiency with collecting, compiling, organizing, and analyzing data, including the use of spreadsheet software.
- Prior experience working in an academic setting.

**EDUCATION:**

**Required:** High School Diploma or GED

**Preferred:** Bachelor's Degree in Business Administration or related field.

## **EXPERIENCE:**

**Required:** Six years progressively responsible experience in a combination of budgeting, accounting, purchasing, and personnel work.

### **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.