



Accounting Assistant
Library Staff Positions

Accounting Assistant

Department:	Business Administration, Robert W. Woodruff Library
Salary:	Commensurate with qualifications and experience
Position Availability:	Immediately
Position Type:	Full-Time position w/ Benefits; 40 hours per week

University Job Summary Statement

Performs routine accounting and administrative duties and maintains various accounting related files, databases and supporting documentation. Reviews and processes payment requests, prepares and records billing charges, writes receipts for monies paid/received, and processes inter- and intra-departmental charges and fund transfers. Prepares requests for general and travel reimbursements, routes checks to appropriate parties, and follows up on unclaimed or incomplete checks. Prepares petty cash checks. Generates, reviews and prepares purchase orders and invoices for payment. Resolves vendor-related questions pertaining to invoices/charges and follows up on cancelled or delayed deliveries. Orders, receives and distributes supplies and equipment. May collect past due balances on customer accounts. Performs related responsibilities as required.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

Library Position Summary

Reporting to the Accounting Manager, the Accounting Assistant is a staff level position in the Robert W Woodruff Library and has processing, reviewing, and audit responsibilities for all invoices and expense reports uploaded to Service Now and ALMA. The Accounting Assistant will contact vendors and customers to ensure payment details are correct and received.

Emory Libraries values diversity, equity, and inclusion as essential core principles to achieving our educational mission and embracing the diverse identities of all. It is our belief that a sense of belonging is a vital component to enriching one's quality of life. As an ongoing part of building our inclusive work environment, we embrace this through activities that include competency training, personal growth and professional development, open communication practices.

Type of Supervision Received

Reporting to the Accounting Manager, the Accounting Assistant oversees the process of creating and submitting invoices and expense reports. General direction is provided by the Accounting Manager.

Individual performance is informally reviewed on a regular basis and formally on an annual basis; progress toward unit and professional goals is a key component of performance evaluation process.

The incumbent does not supervise student employees.

Key Responsibilities & Duties

Checks data from completed forms or other documents for accuracy and completeness and enters into database(s). Reviews audit reports and resolves errors to ensure integrity of data.

1. Process invoices and quotes in Service Now that have been submitted from different departments. Processing will include Purchase Order and Invoice creation as well as confirmation of payments received.
2. Process Expense reports in Service Now that have been submitted from different departments. Expense reports will be created for both personal and Emory branded Corporate Cards. Weekly open expense review.
3. Data entry process invoices and credits for collections. Invoices will be created and reviewed in ALMA and payments will be made via automatic nightly upload.
4. Customer Service as required.

University Minimum Required Qualifications

High school diploma or equivalent. One year of accounting clerk experience.

Library Preferred Qualifications

Bachelor's degree or a minimum of one year of accounting clerk experience.

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Application Procedures

Interested candidates should review the applications requirements and apply online at <https://libraries.emory.edu/about/employment-emory-libraries>

Review of applications will continue until position is successfully filled.

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