

Assistant Director, Administrative Services

Job Code 50022357

General Description

Manage the library's financial processes including purchasing, accounting, budget tracking and adjustments, supervision of accounting and procurement staff, and guidance for library staff on all financial processes.

Examples of Duties

Perform, evaluate, and delegate financial processes and procedures related to purchasing and accounting and recommend changes, improvements and/or additions.

Maintain tracking and filing systems for financial records, both print and online to ensure appropriate audit trail and manage disposal in accordance to records retention policy.

Manage work of the accounting clerks and procurement specialists and evaluate performance.

Ensure and enforce the Library's compliance with all University policies and procedures in relation to purchasing processes.

Monitor expenditures, provide status reports to Director of Admin Services and execute budget transfers as needed or requested throughout the year.

Perform yearly accounting opening/closing procedures.

Perform other duties as assigned.

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Knowledge, Skills, and Abilities

Knowledge of: University policies and procedures and Board of Regents rules; faculty and staff rules and regulations; generally accepted accounting principles and auditing standards; purchasing standards related to a state-funded agency

Skill in: Preparing clear, concise, and complete reports; preparing purchase requisitions, contracts, and vendor maintenance forms; establishing rapport with staff, coordinating effective management of projects; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic to advanced math related to accounting principles; delegate responsibilities to others; interpret research & retention documents.

Educational Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements