



ACCOUNTS PAYABLE CLERK

Library 21c

40 hours per week, non-exempt | Position # 182653001

Open to all qualified current staff and external applicants

Date Posted: September 09, 2024

Location: 1175 Chapel Hills Dr, Colorado Springs, CO 80920

Starting Wage: \$19.57 - \$25.43 per hour+ full benefits
(for benefits information, please see ppld.org/careers/benefits)

Position Hours: 40 hours per week

Monday - Friday : 8 a.m. - 5 p.m.

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

Application Procedure:

1. Complete a PPLD online application located at ppld.org/Jobs at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380 or send an email to sgollapalli@ppld.org

Closing Date: This position is open until filled.

EOE: As an Equal Opportunity Employer, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

ACCOUNTS PAYABLE CLERK (contd.)

Position Summary

Operates in a diverse environment to help fulfill the Library's mission by coordinating accounts payable functions and providing operational accounting support to the Finance Department.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Processes and pays all invoices for library materials; uses ILS data to make payments; manipulates and exports data for financial accounting system payment/processing.
- Processes and pays all invoices including all vendors, mileage, and customer and staff reimbursements.
- Process all district credit card statements for multiple cardholders for payment, ensure compliance with Library policies and procedures as applicable to credit card activities.
- Checks invoices for accuracy and proper authorization; ensures billed items are tax exempt.
- Contacts staff as needed to resolve questions or problems related to invoices.
- Updates vendor files as needed following department standardization.
- Communicates with vendors as needed to resolve payment issues.
- Performs monthly review of stale checks and maintains records of resolution actions.
- Maintains confidentiality in all department operations and customer/staff/vendor interactions.
- Receives and verifies expense reports; reconciles expense and other financial reports with account balances and other office records.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Assists in preparation of schedules for annual audit; maintains documentation for library materials annual valuation.
- Assists Chief Financial Officer and Controller as needed with annual budget preparation.
- As it relates to areas of responsibility, understands ERP system, assists in new module implementation, and assists end users.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Provides backup for cash counting function.
- Participates in special projects as assigned.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Knowledge of the Pikes Peak Library District's policies and procedures, and ability to follow them.

ACCOUNTS PAYABLE CLERK (contd.)

- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Demonstrates knowledge of basic accounting principles, processes, and applications.

- Demonstrates effective verbal and written communication skills.
- Demonstrates ability to use fully integrated automated financial system, Microsoft Office products specifically intermediate to advance skill with Excel and Adobe Acrobat Pro, and standard office equipment.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Must be reliable and extremely trustworthy.
- Must be proficient in Microsoft Office Suite or related programs.
- Must be able to learn other accounting software systems.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

1. Requires a high school diploma or G.E.D.; two years of college coursework in accounting, business, or finance is strongly preferred.
2. Requires a minimum of three years of clerical accounting experience, preferably Accounts Payable.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to lift up to 25 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

ACCOUNTS PAYABLE CLERK (contd.)

Conditions of Employment:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
 - are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-Verify), education, former employment, and criminal history.
 - may be uniformly tested for job-related skills and required physical abilities.
 - may be required to undergo a physical examination after a job offer is extended in order to ensure that the job's physical requirements are met.
 - must understand and comply with PPLD's drug-free workplace policy.
 - understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice In accordance with Colorado law.
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