

Winnefox Library System

Position Description

Position: Administrative Coordinator
Full-Time, exempt position

Date: ~~January 29, 2014~~ November 28, 2018

General Purpose: Provides direction, planning and management of the accounting, delivery, printing, office supply and equipment procurement and office functions for the Winnefox Library System and Oshkosh Public Library.

Supervisor: Assistant Director

Supervises: Administrative Specialists, Drivers

Salary Matrix Level: E

Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
Accounting	
<u>Supervise Accounts Payable</u> <ul style="list-style-type: none"> • Manage and supervise accounts payable to ensure accuracy and efficiency in payment to vendors. • Reconcile any errors with regard to <u>regarding</u> coding, credits or other discrepancies. • Track and reconcile reimbursable expenses as necessary. • <u>Problem resolution with vendors as necessary</u> • <u>Manage entry of requisitions and request for checks through city accounting software</u> • <u>Work with City of Oshkosh Accounting and Finance on Accounts Payable, Accounts Receivable, and Payroll efficiencies</u> 	<ul style="list-style-type: none"> • Outcomes for accounting are mainly determined by the issuance of a clean audit. • Staff efficiently process accounts payable per established procedures and in a timely manner. • Lack of errors and corrections necessary in accounts payable, receivable, payroll, etc.
<u>Supervise Accounts Receivable</u> <ul style="list-style-type: none"> • Manage and supervise accounts receivable to ensure accuracy and efficiency in receiving payments from “customers.” • Reconcile any errors with regard to <u>regarding</u> payment of invoices. • Reconcile AR accounts and AR aging to 	<ul style="list-style-type: none"> • Staff efficiently process accounts receivable per established procedures and in a timely manner. • Outstanding receivables are within acceptable limits (i.e., paid within 90 days)

<p>ensure payments are received promptly.</p> <ul style="list-style-type: none"> • Follow up on delinquent accounts. 	
<p><u>Supervise Payroll</u></p> <ul style="list-style-type: none"> • Supervise and manage all payroll functions and records for Winnefox Library System • Ensure payroll conforms to all policy and law • Complete tax reporting in absence of assistant director • Review and reconcile tax reporting forms W-9, 1096, 1099-Misc, W-2 and W-3 forms, <u>WT report and 941 quarterly reports.</u> • Review and sign timesheets of administrative specialists, drivers, and substitute driver <u>supervised employees.</u> • Supervise completion of unemployment reporting, child support garnishments • Keep up to date on laws affecting salaries and wages. 	<ul style="list-style-type: none"> • Staff efficiently process payroll in a timely manner. • Staff follow procedures to ensure payroll functions are completed accurately.
<p><u>Audit</u></p> <ul style="list-style-type: none"> • Prepare accrued payroll at end of year • Prepare compensated absences report • Prepare schedule of depreciation • Prepare audit materials as needed by auditor • Facilitate the auditor visit and direct tasks as needed. • Prepare Trial Balances • Write Management Discussion and Analysis; review it with the Director. 	<ul style="list-style-type: none"> • Audit reports are completed in a timely manner. • Staff are prepared to assist in the audit process.
<p>Bank Reconciliations</p>	<ul style="list-style-type: none"> • Bank accounts are reconciled in a timely and efficient manner.
<p><u>Internal Controls</u></p> <ul style="list-style-type: none"> • Develop, revise and implement internal controls including areas of cash handling, fraud detection, accounts payable, accounts receivable, financial reporting. 	<ul style="list-style-type: none"> • Internal controls are reviewed and updated on a continuous basis.
<p>Complete any necessary journal entries monthly.</p>	<ul style="list-style-type: none"> • Journal entries are prepared and entered in a timely and efficient manner.

<p><u>Cash Handling</u></p> <ul style="list-style-type: none"> • Supervise the receipt and recording of all cash • <u>Process credit cards as necessary</u> • <u>Manage point of sale system equipment and software</u> 	<ul style="list-style-type: none"> • Staff efficiently handle receipt and recording of cash and credit card purchases.
<p><u>Closing/Opening of Books</u></p> <ul style="list-style-type: none"> • Prepare end of year closing journal entries • Review reserve accounts and adjust accordingly for expended funds or for changes to balance of these accounts • Accrue payroll and any prepaid expenses or revenues • Review budget for necessary accounting actions • Ensure that all accounts are reconciled. 	<ul style="list-style-type: none"> • Process end of year closing and beginning year opening of books in a timely and efficient manner.
<p><u>Problem resolution</u></p> <ul style="list-style-type: none"> • Work with staff to resolve any accounting issue they may have • Identify, assess and resolve any discrepancy or problems with accounts 	<ul style="list-style-type: none"> • Provide adequate training opportunities for staff to understand the accounting/finance areas of the office. • Minimal discrepancies/problems within accounts.
<p><u>Online Fine Payments</u></p> <ul style="list-style-type: none"> • Process accounts reimbursements for member libraries who have had fines paid via credit card through the WALs program • Direct the payment of fine monies to appropriate libraries after assessing check charges, services charges and merchant account charges. 	<ul style="list-style-type: none"> • Libraries receive quarterly online fine payment reimbursement in a timely and efficient manner.
<p><u>Maintain grant and trust fund balances</u></p> <ul style="list-style-type: none"> • <u>Monitor grant expenditures and ensure participants have fulfilled any matching grant requirements in order to receive funds.</u> • <u>Monitor and report on trust fund budget and expenditures</u> 	<ul style="list-style-type: none"> • Appropriate grant funds are matched and expended according to grant requirements.
<p><u>Invoicing</u></p> <ul style="list-style-type: none"> • Monitor invoicing for county and state agreements • Invoice contractual obligations for Oshkosh Public Library and Winnefox Library System (i.e., rent, phone, parking, staff, etc.) 	<ul style="list-style-type: none"> • Staff processing of contractual obligations and invoicing is done in a timely and efficient manner.
<p><u>Deposit accounts</u></p> <ul style="list-style-type: none"> • Review and monitor deposit accounts for member libraries 	<ul style="list-style-type: none"> • Deposit accounts are kept up to date and accounts reviewed on an ongoing basis.

<u>Account ledgers</u> <ul style="list-style-type: none"> • Maintain software account ledgers, audit and financial 	<ul style="list-style-type: none"> • Account ledgers are reviewed periodically for accuracy.
<u>Chart of accounts</u> <ul style="list-style-type: none"> • Establish and monitor chart of accounts 	<ul style="list-style-type: none"> • Chart of accounts is maintained and brought up to date as necessary.
<u>Reporting</u> <ul style="list-style-type: none"> • Create, review, and analyze financial reports as needed. 	<ul style="list-style-type: none"> • Reports are created and analyzed completely and in a timely manner.
Human Resources	
<u>Hiring Process</u> <ul style="list-style-type: none"> • Ensure new employee sign-on is completed and all forms are current. • Interview for administrative specialist, senior aide and driver positions • Reference checking • Driver license checks (also for insurance purposes) • Writes employment advertisement as necessary • Review applications, interview, and recommend candidates for supervised positions • Review applications and make first cut for professional applications (OPL) • Ensure applicants are kept up to date on the status of their applications • Makes recommendations regarding hiring and termination for supervised positions 	<ul style="list-style-type: none"> • The hiring process is managed in a smooth and efficient manner.
<u>Personnel Matters</u> <ul style="list-style-type: none"> • Orientation and employee management. • Supervision • Training • Discipline 	<ul style="list-style-type: none"> • Supervision and training of subordinates is current and complete. • Discipline has been carried out for subordinates as deemed necessary by management.
<u>Fringe Benefits</u> <ul style="list-style-type: none"> • Supervises the maintenance of vacation and sick leave balances • Supervises insurance fringe benefits • <u>Handles Workers Compensation Claims and Audit</u> • <u>Manages flexible spending, health and income continuation insurance as well as other benefits</u> 	<ul style="list-style-type: none"> • Fringe benefits are managed in a timely and efficient manner.

<u>Pay Plan</u> <ul style="list-style-type: none"> • Compute and prorate pay increases and deductions 	<ul style="list-style-type: none"> • Staff pay is correct.
Personnel Records	<ul style="list-style-type: none"> • Personnel records are complete, maintained as confidential as necessary, and retained according to schedule.
Design personnel and employment forms	<ul style="list-style-type: none"> • Staff maintain awareness of personnel forms and update as necessary.
Act as resource for member libraries for personnel issues such as unemployment law and eligibility, FMLA	<ul style="list-style-type: none"> • Member libraries are happy with information received for information on personnel issues. • Information given is correct and up to date.
<u>Staff Manual</u> <ul style="list-style-type: none"> • Interpret and administer • Draft changes or rewrites 	<ul style="list-style-type: none"> • Staff Manual is reviewed and updated as needed.
<u>Safety Training</u> <ul style="list-style-type: none"> • Schedule staff safety training to include lifting and repetitive motion. 	<ul style="list-style-type: none"> • Staff are up to date on current safety in the workplace.
Administrative and Supervisory	
<u>Winnefox Library System and Oshkosh Public Library Board of Trustees</u> <ul style="list-style-type: none"> • Perform or supervise the preparation of board minutes and agenda preparation • Ensure legal notices are prepared and conform to law • Apply parliamentary procedure at meetings if necessary • Maintain status of board appointments and complete correspondence to officials regarding necessary board appointments and renewals • Ensure trustee information and lists are current • Ensure appropriate closed sessions are noticed according to State Law • Supervise the transfer of board information to the trustees and to the public via paper or electronic format. 	<ul style="list-style-type: none"> • Staff manage Board tasks efficiently and in a timely matter. • Board meetings are held following parliamentary procedure. • Board appointments and lists are current. • Board meetings are noticed legally. • Board members have the most current information available.
Material Safety Data Sheet folder	The Materials Safety Data Sheet binder is current.

<p><u>File Retention Records Management</u></p> <ul style="list-style-type: none"> • Apply retention schedule • <u>Approve retention Process files according to retention schedule</u> • Train and assist with development of retention, dDetermine storage of electronic and paper files. 	<ul style="list-style-type: none"> • Staff apply record retention to files. • Staff are trained in handling, storage, and disposition of records.
<p><u>Key System</u></p> <ul style="list-style-type: none"> • Oversee the key system for the building, equipment, furnishings, and vehicles • Oversee the card access system 	<ul style="list-style-type: none"> • Staff handle the key system and card access system securely and efficiently.
<p><u>Oversee office services</u></p> <ul style="list-style-type: none"> • Handle problem resolution • Fill in whenever necessary 	<ul style="list-style-type: none"> • Any office services problems are resolved. • Ensure the office has coverage during business hours.
<p><u>Meeting Room</u></p> <ul style="list-style-type: none"> • <u>Oversee booking of library meeting rooms</u> • <u>Ensure tax law is applied as appropriate</u> 	<ul style="list-style-type: none"> • Staff manage the booking of meeting rooms in an efficient and timely manner.
<p><u>Policy/Procedure</u></p> <ul style="list-style-type: none"> • Propose and draft financial and administrative policies and procedures for consideration • Interpret policies • Ensure policy and procedure manuals are complete and up to date • Develop, revise and implement accounting procedures. 	<ul style="list-style-type: none"> • Policy and procedure manuals are complete and up to date. • Policies and procedures are identified and drafted as necessary.
<p><u>Equipment repairs</u></p> <ul style="list-style-type: none"> • Monitor repairs of equipment and approve repair costs if necessary 	<ul style="list-style-type: none"> • Manage repair of equipment in an efficient and timely manner.
<p>Delivery Service</p>	
<p>Set driver work schedules and supervise substitutions and time off requests.</p>	<ul style="list-style-type: none"> • Staff set driver schedules in a timely and efficient manner.
<p>Determine and order maintenance on system vehicles</p>	<ul style="list-style-type: none"> • Maintenance is current on system vehicles.
<p>Approve use of vans by other staff</p>	<ul style="list-style-type: none"> • Staff schedule use of vans by other staff in a timely and efficient manner.
<p>Assess future needs for the delivery service</p>	<ul style="list-style-type: none"> • Assessment of future needs for delivery service is considered on an ongoing basis.
<p>Set and modify procedures in the Driver's manual</p>	<ul style="list-style-type: none"> • The Driver's Manual procedures are up to date and reviewed for necessary changes.

Ensure smooth operation of deposit collections for senior living and day care centers	<ul style="list-style-type: none"> • Staff coordinate operation of deposit collection delivery in an efficient and timely manner.
Monitor schedules, drive and load times and volumes to ensure efficiency	<ul style="list-style-type: none"> • Efficiencies are continually sought in delivery service.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to supervise the work of subordinate clerical and other staff members.
- Ability to establish and maintain effective working relationships with other staff, system trustees, member librarians, and the general public.
- Valid Wisconsin driver's license, means of transportation, and willingness to travel to participating libraries and meetings.
- Willingness to work flexible hours, including occasional evenings and weekends.
- Writing and editing skills in a variety of media, including print, electronic and digital.
- Computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation) and web-based communication tools.
- Familiarity with accounting software such as QuickBooks.
- ~~Familiarity with accounting principles and procedure~~
- Familiarity with accounting principles and procedure
- Inter-personal skills; capable of working in a team environment.
- Coaching skills, including the ability to clearly and patiently explain how and why tasks are to be performed.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to prioritize tasks for oneself and subordinates.
- Ability to effectively delegate tasks to maximize productivity.
- Ability to handle multiple projects and deadlines
- Ability to adapt to change; willingness to teach and learn new ways of doing things, including new technologies.
- Familiarity with research, data analysis and presentation

REQUIRED EDUCATION AND/OR EXPERIENCE

Bachelor's degree in business administration or any combination of education and experience that provides the necessary knowledge and skills. Two years' experience in accounting with experience in a governmental organization preferred. Supervisory experience desired.

TOOLS AND EQUIPMENT USED

Typical office equipment, computers and software including computer workstation, calculator, fax machine, photocopier, telephone, and printers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and

arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

Typical office environment. Occasional travel to outside meetings is required.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

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

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.