

## POSITION VACANCY ANNOUNCEMENT

- POSITION TITLE:** Accounts Payables/Receivables Specialist
- CLASSIFICATION:** Fiscal Assistant 2
- REPORTS TO:** Associate Director, Accounting
- SALARY:** \$17.24 minimum hourly rate  
The Smathers Libraries offer a salary commensurate with experience and credentials
- REQUISITION #:** 521499
- DEADLINE DATE:** **REPOSTED** – June 27, 2022 - applications will be reviewed as received

### JOB SUMMARY

The Smathers Libraries Fiscal Assistant II reports to the Library Associate Director for Accounting and is responsible for performing specialized work in the Libraries Business Services office. Responsible for processing accounts payable invoices and purchasing card transactions; coordinating travel expenses for library staff; processing and depositing revenue received; and maintaining internal reports. Ensures compliance with federal, state, and local laws and regulations including Library procedures and policies. Serves as primary liaison with other university departments, and internal and external customers as they relate to this position. Monitors compliance for a variety of funding such as state, auxiliary, grant, foundation, or direct service organization funds. Maintains working knowledge of UF Finance & Accounting Departments directives and procedures as they relate to the position.

The Smathers Libraries include over 400 employees in 7 branch libraries, an auxiliary, and an interim facility, and 11 additional distinct service and administrative units, located in Gainesville, Jacksonville, and Saint Augustine. The Library Business Services Office's mission is to support the operations of the various library units, departments, and programs and to ensure effective interaction with various UF financial offices and officials by providing timely and accurate business information and advice that enhances decision making by those in leadership positions throughout the Smathers Libraries.

To support all students, staff and faculty, and foster excellence in a diverse and collaborative society, the Libraries are actively seeking candidates who bring culturally-rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives.

## **RESPONSIBILITIES**

### **Accounts Payables – My UF Marketplace**

- Reviews and processes manual or queued invoices in My UF Marketplace which interfaces with PeopleSoft.
- Processes recurring monthly cell phone reimbursements and bi-annual purchases and tracks payments.
- Verifies and ensures accurate support documentation, supplier code, remittance address and funding chartfield are used.
  - Confirms the business purpose and accurate description or expenses
  - Provides justification and description of goods; ensures correct chartfield codes are used.
  - Verifies accurate information is included as required by UF Disbursements Services
  - Verifies vendor is listed in supplier file and verifies codes for correct remittance address
  - Ensures that invoices for services are not paid in advance
  - Reviews and uploads proper support documentation to all transactions.
- Verifies proper approval and authorization are secured.
- Assures compliance with vendor timely payment rules and the “30-day vendor law.”
- Audits validity and accuracy of expenditures; no sales tax is paid.
- Resolves any purchasing discrepancies on purchase orders as needed with department’s purchasing employee
- Contacts, responds to and resolves inquiries to or from suppliers for invoices and payments.
- Initiates affidavit procedure for replacement checks requested by vendors when payments are lost in mail.
- Ensures amounts are posted to correct PO lines and dollar amount of invoice is verified to payables for overpayments/underpayments.
- Ensures payables transactions are free of local, state, or federal taxes and are consistent with the university’s tax-exempt status.
- Updates internal electronic PO/Non-PO records for paid invoices.

### **P-Card Transactions**

- Processes PCARD transactions and conforms to UF PCARD Dept policies and procedures.
- Processes UF purchase card transactions daily and runs aging reports weekly for review.
- Provides proper documentation for scanning transactions at UF Purchasing.
- Maintains internal retention records on shared department email for PCARD transactions.
- Monitors and resolves missing PCARD documents prior to PCARD approval deadline.

### **Accounts Receivable**

- Processes deposits and transport to University Banking and Merchant Services drop box including payments for interlibrary loan, book sales, special borrowers, cash expense refunds, room 100 rental and manual billings.
- Posts payments into the ILLIAD Billing Manager Accounting System for Accounts Receivable invoices generated by Inter Library Loan (ILL) for the Libraries.
- Monitors InterLibrary Loan accounts receivable aging reports and reconciles payments posted to customer accounts.
- Records and provides the Monthly Cash Journal Revenue to Accountant for reconciliation with the monthly auxiliary ledgers.

### **Travel**

- Monitors and updates the Libraries Online Travel System (LOTS) for entering travel authorizations in accordance with the Libraries Travel Committee Budget, other travel, grants and complimentary no cost travel.

- Enters travel authorizations and expense reports in PeopleSoft Travel Modules and ensures all travel complies with University rules.
- Obtains electronic signature from travelers to certify reimbursements and upload as support documentation.
- Ensures that all documentation is provided and included with the completed Expense Reports submitted to University Disbursement Services for payment and all travel complies with University rules.
- Liaises with staff to provide travel training and resolution of any travel related issues or discrepancies.
- Manages Libraries Online Travel System (LOTS) for entering Travel authorizations.
- Processes employee reimbursements from assigned Grover tickets, libraries online reimbursement and LOTS.

#### **Other fiscal duties**

- Maintains working knowledge of University of Florida Procurement Directives and Procedures.
- Handles incoming calls on main phone line and transfers inquiries to responsible employees.
- Assists UF Disbursement Office staff in resolving payment processing problems.
- Maintains record keeping and support documentation for retention records.
- Trains with team members on specific duties to serve as backup for office coverage.
- Updates desk duties procedures annually.
- Maintains and manages lib-fsvcs email for transactional processing and inquires.

#### **Other Duties**

Other Duties as assigned, including special projects and professional development opportunities as needed to maintain required skills, knowledge and abilities.

Though focused on a discrete project, and an essential contributor to the project team, this position is part of the Business Services staff. Duties for this position include participation in Business Services department activities and work, including recurring meetings.

#### **QUALIFICATIONS**

We value a range of experience and perspectives. Applicants are encouraged to communicate in their application materials and subsequent interview conversations how their work and other experiences satisfy the following qualifications in ways that may not be obvious.

##### ***Required:***

High school diploma or equivalent and three years of general accounts transaction experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for required experience.

##### ***Preferred:***

- Experience with UF PeopleSoft Accounting System modules
- Experience with Microsoft Office applications (Excel, Word and Outlook)
- Customer service experience with excellent interpersonal skills including written and oral communication
- Ability to understand and follow policies and procedures
- Ability to process and review data for accuracy, completeness and attention to detail
- Ability to work independently and collaboratively
- Ability to plan, coordinate and organize work assignments
- Ability and flexibility to adapt quickly in a rapidly changing environment
- Ability to exercise good judgement in handling sensitive and confidential information
- Ability to maintain fiscal records and files in a central filing system
- Ability to establish and maintain effective working relationships with others

- Ability to communicate complex fiscal policies, reports and findings effectively, orally and in writing.
- Ability to review, advise and recommend solutions for fiscal matters
- Knowledge of basic office procedures and practices
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives

## **BUSINESS SERVICES**

The George A. Smathers Libraries [Business Services Office](#) mission is to support the operations of the various library units, departments and programs and to ensure effective interaction with various UF financial offices and officials by providing timely and accurate business information and advice that enhances decision making by those in leadership positions throughout the Libraries. Business Services operations are designed to provide high-level customer service, to ensure stewardship of library assets, and to leverage library resources to the best possible outcome for library patrons by increasing the transparency and general understanding of the source and availability of the Libraries' financial resources and how they are used and managed through a variety of regular financial reports available on the Business Services website

## **UNIVERSITY OF FLORIDA LIBRARIES**

The libraries at the University of Florida form the largest academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The [George A. Smathers Libraries](#) are comprised of six of the campus libraries, and the off-site facilities. In addition to this system, the [Lawton Chiles Legal Information Center](#) is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents, over 15 million digitized pages from the Libraries' collections and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Baldwin Library of Historical Children's Literature and the P.K. Yonge Library of Florida History. The Libraries maintain partnerships and engages in a variety of collaborative, international projects while [engaging with the UF community](#). We are a member of the Association of Research Libraries (ARL) and other regional library consortia.

The [library staff](#) consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the [Inclusion and Intellectual Freedom Statements](#). The Smathers Libraries will foster and maintain a culture that supports DEI, as values are foundational and permeates all aspects of our organization per [Strategic Directions 4: Diversity, Equity, and Inclusion](#). Support for professional development is central to the Smathers Libraries. Supports include a formal mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

## **THE UNIVERSITY OF FLORIDA**

The University of Florida (UF) is the state of Florida's preeminent university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 [Senator Paul Simon Award for Comprehensive Internationalization](#). UF is currently fifth among "Top Public Universities" in the U.S. News and World Report and second among Forbes "Best Value Public Colleges (2016)". UF has a long history of established programs in international education, research, and service. It is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). At UF we have some of the top faculty in the country. In addition to attracting over \$900 million in research each year, they foster the uniquely collaborative environment that transforms potential into actual results. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. The University of Florida

seeks to address key challenges of our time, from COVID-19 to racism. [Stronger Together: Promoting Racial Justice through Awareness and Action](#) provides UF faculty and staff with a series of educational offerings to help them better understand and address racism and bias and help promote racial justice at the individual, institutional, and systemic levels. For more information, please consult the [UF homepage and the Office of the Chief Diversity Officer website](#).

## **BENEFITS**

[University benefits](#) for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax. The University of Florida provides ongoing [guidelines and resources related to COVID-19](#), including [free testing](#) on campus.

## **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY**

The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we invite all qualified applicants including women, members of underrepresented groups, individuals with disabilities, and veterans. The University of Florida is a public institution and subject to all requirements under the Florida Sunshine and Public Records laws.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 University of Florida Human Resources or the Florida Relay System at 800-955-8771 (TDD).

## **GAINESVILLE COMMUNITY**

Gainesville and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by more than 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an [award winning](#) and innovative city, friendly to both professionals and families. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to [promote racial equity](#). The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive.

## **APPLICATION PROCESS**

To apply, submit

- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by 11:55 PM, June 27, 2022 (ET) (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Job Number 521499](#). If you have any questions or concerns about this process, please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at [tlitchfield@uflib.ufl.edu](mailto:tlitchfield@uflib.ufl.edu).