

## POSITION VACANCY ANNOUNCEMENT

- POSITION TITLE:** Collections Fiscal Assistant
- CLASSIFICATION:** Fiscal Assistant 2
- REPORTS TO:** Accounting & Serials Unit Manager
- SALARY:** \$18.00 - \$20.00 per hour. The Smathers Libraries offer a salary commensurate with experience and credentials
- JOB NUMBER:** 526570
- DEADLINE DATE:** **REPOSTED** – July 24, 2023 - applications will be reviewed as received

### JOB SUMMARY

The Collections Fiscal Assistant (Fiscal Assistant II) is a member of the Accounting & Serials Unit (ASU) of the Acquisitions & Collections Services Department of the George A. Smathers Libraries at the University of Florida. This position reports to the ASU Manager and is responsible for the purchase and refund transactions for the Acquisitions & Collections Services Department using Alma and PeopleSoft. This position is responsible for final posting, approval and record keeping of purchasing card transactions in the department; tracking, verifying, reconciling unit records, processing expense refunds, and the maintenance of vendor records in the Library Management System. Responsibilities also include providing administrative and accounting support for the Acquisitions & Collections Services and Cataloging & Discovery Services Departments.

### RESPONSIBILITIES

#### P-Card Transaction Approval

- Responsible for UF purchase card daily transaction processing and monthly reconciliation in Peoplesoft, the UF financial administration system
- Provides proper documentation for scanning transactions at UF Purchasing
- Maintains unit productivity database for regular invoice and p-card transactions
- Identifies all uploaded and vouched payments in UF financial system in order to originate, validate and transmit electronic voucher supporting documentation as required by UF Finance and Accounting administration

#### Payment Record Review and Invoice Processing

- Ensures documents received support the transaction, the proper vendor code is used, the invoice remittance address is correct, and the correct PeopleSoft chartfield is used

- Ensures accounts payable/disbursements transactions are free of local, state or federal taxes consistent with the university's tax-exempt status
- Ensures compliance with vendor timely payment rules and the "30-day vendor law"
- Verifies budget and reporting codes used and confirms invoice total agrees with net amount in Alma before approving and preparing the APFeed file to be processed via ERP Export
- Uses Alma/PeopleSoft Accounts Payable Interface to complete payment transactions in the Library and University financial management systems
- Verifies transactions batch-uploaded into the PeopleSoft Accounts Payable-Disbursements module
- Creates vouchers and journal entries in PeopleSoft as needed
- Co-shares the responsibility of financial record keeping and accuracy assurance including:
  - Validating all batch-uploaded transactions by comparing Aleph batch information to vouched transactions in PeopleSoft AP/Disbursements system

### **Vendor Maintenance**

- Creates and maintains vendor records in the Library Management System
- Coordinates vendor record creation and/or maintenance in Peoplesoft with Vendor Maintenance Team at UF Disbursements Services
- Initiates affidavit procedure for replacement checks requested by vendors when payments are lost in mail

### **Cost Share Coordination**

- Coordinates cost sharing arrangements with UF Health Science Libraries, Warrington College of Business Administration, and other UF academic units and maintains records pertaining to these transactions
- Communicates with fiscal personnel in outside of the libraries regarding payment processing

### **Other Duties**

- Responsible for ordering supplies for the Acquisitions & Collections Services Department and the Cataloging & Discovery Services Department; coordinates printer repair and maintenance through UF PrintSmart program
- Participates in special projects and performs other duties as assigned. Serves on committees as appointed and participates in staff development opportunities.

### **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 PeopleSoft accounting system
- Experience with Integrated Library System, Alma
- Ability to understand and follow policies and procedures
- Ability to review data for accuracy and completeness
- Customer service experience
- Ability to work within deadlines and achieve goals

- Ability to plan, coordinate and organize work assignments
- Ability to exercise good judgement in handling sensitive and/or confidential information
- 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
- Evidence of excellent interpersonal skills including oral and written communication
- Ability to work both independently and collaboratively to accomplish goals
- Flexibility, and ability to adapt and work in a rapidly changing academic environment
- Basic computer skills and experience with Microsoft Word and Outlook

### **ACQUISITIONS AND COLLECTIONS SERVICES**

The primary mission of the Acquisitions and Collections Services Department is to acquire and make discoverable resources and materials in a wide range of formats to meet the Strategic Directions and mission of the Smathers Libraries in supporting the academic and professional programs of the University of Florida. The department is divided into three units: Collections Support; Accounting & Serials; and Electronic Resources. Each area of operation is expertly staffed and dedicated to a specific set of responsibilities. The units collaborate as a team in designing workflows and implementing a variety of initiatives in service to the University of Florida user community. Most notable daily responsibilities of the Acquisitions and Collections Services Department include allocating, encumbering, and expending a thirteen million dollar materials budget; implementing and tracking vendors, invoices, order records, and payments; managing license agreements for e-journals, databases, and a multitude of resources; ensuring all electronic resources are discoverable, including bibliographic record maintenance; managing projects that traverse other departments; providing outreach to library employees on acquisitions functions and services; handling subscriptions for thousands of print/online serials and standing orders; and overseeing several innovative acquisition methods and firm ordering for print and e-books from booksellers and publishers across the world. The Department is responsible for maintaining records of payments in the library system, reconciling those records in the University's financial system, and producing standard and customized financial and performance reports for various needs.

### **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 campus libraries and 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, over 197,000 full-text journals, over 1000 electronic databases, 1.3 million documents, 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 participate 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.

## **LIBRARIES LAND ACKNOWLEDGMENT**

The Smathers Libraries acknowledge that the main (Gainesville) campus of the University of Florida is located in the ancestral territory of the Potano and later the Seminole peoples. The Smathers Libraries acknowledge its obligation to honor the past, present, and future Native residents and cultures of Florida.

## **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. In 2020 President Fuchs announced a [UF-Anti-Racism Initiative](#). For more information, please consult the [UF homepage](#) and the [Office of the Chief Diversity Officer](#) website. A snapshot of the student body [diversity statistics](#) is available online from UF Institutional Planning and Research.

## **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](#).

## **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 (EST) on May 24, 2023 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Job Number 526570](#). 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).