



**POSITION OPEN:** Accounting/Purchasing Clerk

**DATE AVAILABLE:** Immediately

**SALARY STEP RANGE: \$56,948 - \$70,018**

**CLASSIFICATION**

**RANGE: 4**

A successful candidate will have a mix of organizational and analytical skills. With the ability to work out numbers, generate reports and find discrepancies as well as cost-saving opportunities. Other qualifications may include: data entry skills, comfortable with math and calculations, good listening and communication skills and attention to detail.

The Ferguson Library is committed to being an anti-racist and equitable organization. Our staff are people with different strengths, experiences and backgrounds who share a passion for improving people's lives through education, resources and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

The essential job duties shall include, but not be limited to, the following:

**Duties/ Responsibilities:**

**Accounting Duties**

- Ensuring an accurate and timely monthly and year-end close with the timely reporting of all monthly financial information.
- Prepare and enter journal entries into financial system.
- Maintain fixed assets schedule and book monthly depreciation.
- Maintain prepaid expense schedule and book monthly amortization.
- Reconciling monthly bank statements.
- Maintain accurate records, including ledgers, journal, receipts, and invoices.
- Collect and reconcile supporting documentation for credit card statements.
- Assist with preparation for annual audits.

**Purchasing Duties**

- Main contact person for purchase order request from departments.
- Responsible for placement of centralized orders.
- Communication of orders to vendors.
- Returns processing/credits.
- Confirmation of order quantity, pricing and availability.
- Ensure accuracy of all orders and creation of purchase orders.
- Checks all deliveries/packages and distributes appropriately.
- Make enhancements on the efficiency of the purchasing process.



**Required Skills/Qualifications:**

- Associates or Bachelor's degree in Accounting or Business Administration preferred.
- 2+ years accounting experience; knowledge of nonprofit accounting a plus.
- A firm understanding of Generally Accepted Accounting Principles (GAAP).
- Mastery of accounting software
- Demonstrated proficiency in MS Office.
- Detail-oriented and able to process data with the right balance between accuracy and efficiency.
- Strong analytical and problem-solving skills, as well as strong interpersonal, verbal, and written communication skills.
- Independent, organized, and a flexible work style.
- Team Player and able to work collaboratively in a small department