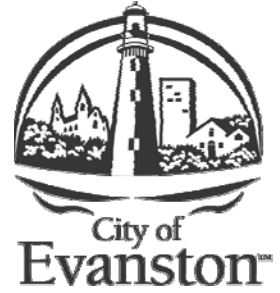


CITY OF EVANSTON
AN EQUAL OPPORTUNITY EMPLOYER M/W/D



**JOB OPPORTUNITY
FOR ALL QUALIFIED INDIVIDUALS**

Posting Date: April 7, 2008

Closing Date: Open Until Filled

*Applications received after the closing date will be considered if the position is not filled.

Part-Time Bookkeeper

Evanston Public Library (Administration) - \$21.59 – \$26.45/hour
[20 hours/week per the following schedule: Tuesday – Friday, 9:00 AM to 2:00 PM]

NATURE OF WORK

This position is a key representative within the Library's administrative team. The Bookkeeper position covers all bookkeeping functions for the Library, with major emphasis on Accounts Payable and Purchasing assistance. The incumbent in this position under the general direction of the Library Administrative Services Manager will perform with minimal instruction or supervision, therefore incumbent must be self-motivated and capable of initiating and developing tasks on a regular basis.

ESSENTIAL FUNCTIONS OF WORK (Specific assignment will include some or all of the following):

- Responsible for ensuring all department requisitions, purchase orders, invoices, and restricted checks are issued and processed in a timely and accurate manner.
- Works with City of Evanston Finance Department and Purchasing Division to ensure the timely processing and inputting of requisitions and invoices in compliance with City policies and procedures.
- Conducts product research relative to supplies, services and equipment by contacting vendors and suppliers to find the best value; documents findings in report format.
- Verifies details of transactions as they are received into payable programs from items such as sales slips, invoices, check stubs, inventory records, and requisitions.
- Compiles reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of department.
- Reconciles daily cash receipts to library circulation software daily audit worksheet.
- Prepares bills for payment, verifies account and business unit numbers, enters invoice data into City's financial system and forwards invoices to accounts payable.
- Composes correspondence such as interoffice memoranda regarding procedural changes.
- Orders a wide range of office, library and janitorial supplies, and/or any other item or service as may be needed.
- Reconciles online city purchasing cards.
- Provides training to department employees to ensure compliance with City policies and procedures on cash, accounts payable, and purchasing.
- Performs reviews on cash, payroll, and accounts payable procedures, making recommendations as necessary.

MINIMUM REQUIREMENTS OF WORK

This position requires a high school diploma or equivalent (some college coursework preferred in the areas of bookkeeping and/or accounting), and/or the equivalent of three to four years bookkeeping/administrative support experience, including office management independence of action, and problem-solving skills; or any combination of training and experience that provides the following knowledge, abilities and high-level skills:

- Familiarity with fundamentals and/or procedures associated with bookkeeping, purchasing, accounts payable, and accounting principles;
- Excellent working skill and knowledge of computers; including networked files, word processing, spreadsheet, and database applications. As well as; knowledge in working with calculators, cash registers, charts, forms, ledgers, and financial schedules. Additionally, having the ability to learn and navigate within Peoplesoft structured software.
- Ability to establish and maintain effective working relationships with a diverse group of individuals and staff throughout the City and outside of the organization; and effectively communicating both verbally and in writing – the ability to compose letters, memos, reports, notices and other documents using proper formatting, appropriate grammar, spelling, construction and design;
- Ability to work independently without close supervision and work in a collaborative manner to accomplish the mission of the department;
- Ability to read, understand and interpret manuals, laws, ordinances, policies and procedures,

statutes, rules, regulations, journals, memos, letters, reports, guidelines, personnel rules, union contracts, work rules, and similar documents, including; requests for service, purchase orders, bills, federal and state laws, local ordinances, reports, insurance policies, budgets, selection tests and questions, etc.;

- Ability to enter data, access, retrieve, and compile information from the computerized system necessary for Accounts Payable/Purchasing, as well as utilize and operate basic office equipment including; telephone, fax machine, personal computer, copy machine, computer printers, forms, etc.
- Demonstrate thorough knowledge of modern office practices and procedures and the use of modern office machines and equipment, including proficiency with Microsoft Office Windows packages including knowledge of Access, PowerPoint and Outlook.
- Working knowledge of business English, spelling, punctuation, as well as bookkeeping theories, and practices including office procedures is essential.
- Demonstrate and utilize excellent listening and customer service skills.

PHYSICAL REQUIREMENTS OF WORK:

The ability to work in a primarily sedentary position, with the ability to occasionally use force to exert up to 10 pounds. The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

The employee is subject to inside environmental conditions: protection from weather conditions, but not necessarily from indoor temperature changes.

There are no environmental hazards associated with this classification.

SUPERVISION:

Under the general direction of the Administrative Services Manager, work is performed with independence. Works with other division and department staff at all levels, and with necessary resources in other departments and divisions. Work is assigned through specific projects assigned by the Administrative Services Manager and/or the Library Director, and through general goals and objectives set by the Manager, Director and overall City management, providing research and analysis necessary to meet goals and objectives. The employee is responsible for prioritizing work tasks, and for identifying and utilizing the appropriate resources and staff to resolve a problem or situation. Supervision is provided by the Administrative Services Manager, and performance is reviewed through observation, completion of projects, status reports, conferences and meetings. Guidance is provided through the City Code, departmental policies, City operating practices and procedures, and other resources as applicable to the specific project assigned. Work is evaluated at least annually, with respect to problem solving ability, customer service, research bookkeeping/accounting skill, written and verbal communication skills, and performance in accordance with the classification standard.

PUBLIC CONTACT:

The employee has regular and frequent contact with division and department employees and other City employees; employee has occasional contact with the general public, outside agencies and elected officials.

SPECIAL LICENSES AND REQUIREMENTS:

None Required

SELECTION METHOD:

Structured Oral Interview
Qualifications Assessment

TYPE OF ELIGIBLE LIST:

Category Group

LIFE OF ELIGIBLE LIST:

Two Years

To apply for this position, please submit a cover letter and resume or a completed Employment Application form to Human Resources on or before the closing date.

Send to: ***City of Evanston
Department of Human Resources
2100 Ridge Avenue
Evanston, IL 60201-2798***

Chosen candidates will be subject to a qualifying pre-employment medical examination and drug/alcohol screen.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at (847) 866-2916 (voice) or (847) 448-8052 (TTY).