

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library - Acquisitions

Most Recently Updated 12/07/00

Position Title: Associate
Must work 15 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for an Acquisitions Associate (Accounts Payable Clerk):

ORDER PAYMENT FUNCTIONS:

1. Matches receiving reports with invoices
2. Verifies receipt of invoiced material on Acq. Module
3. Verifies invoiced cost on Acq. Module
4. Verifies budget to be charged
5. Enters payment data on Acq. Module
6. Verifies voucher payment with invoiced amount
7. Prints payment voucher on Acq. Module
8. Copies records of Payment for Acq. department files
9. Forwards payment authorization forms (voucher & invoice) to Accounting Office
10. Types adjustment forms to vendors (returns/credits)
11. Requests new BANNER SYSTEM vendor numbers when needed
12. Maintains accuracy of payment files
13. Maintains continuations card & payment files
14. Performs other job-related duties as assigned.

DEPARTMENT TRAINER FUNCTIONS:

1. Trains beginning clerks on searching & receiving
2. Supervises other clerks in absence of Acquisitions Supervisor
3. Participates in leadership functions within department: training, evaluating, labor meeting

B. The following are possible additional duties for this position:

1. Perform all duties listed for Apprentice 1 (grade 1).
2. Perform all duties listed for Apprentice 2 (grade 2).
3. Perform all duties listed for Assist (grade 3).
4. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** Develops advanced skills used in the department.
- B.** Sense of responsibility.
- C.** Develops leadership and supervisory skills.

IV. Basic Qualifications:

- searching experience on BANC
- the ability to learn BANC (Berea Automated Networked Catalog)
- accuracy and pride in their work
- responsible academic, labor and personal behavior within the College

- A.** General: Promptness and dependability, respect for materials and property, willingness to learn library work and to assume increasing responsibility.
- B.** Skill: Basic oral and written communication skills.
- C.** Physical: Normal health. Some lifting may be required.
- D.** Academic : No specific background

V. Desirable Qualifications:

- A.** Ability to type.
- B.** Computer experience.
- C.** Prior library experience.

VI. Narrative Summary:

During the course of employment, student processed vendor reports and verifies book request information on a BIP database. Student played an integral part in ordering materials by verifying receipt of invoiced materials, invoiced cost, budget to be charged, voucher payment with invoiced amount, and forwarded payment authorization forms to the Accounting Office. Student trained and supervised other workers in the department in the absence of full-time staff and participated in leadership functions within the department. Student handled deliveries and sorted and distributed mail. Student also helped maintain a safe, clean environment and helped train grade 1 employees. In addition, student performed additional job-related tasks as assigned.