

ACCOUNTING ASSISTANT II – FULL TIME – (2 POSITIONS)

CENTRAL

OPENS: 7/17/2025 CLOSES: 8/1/2025

JOB SUMMARY

This is a position that requires at least one year of experience with the assistance in maintaining financial records. Work involves maintaining a complete and accurate record of financial transactions by preparing automated and manual financial and statistical reports to assure proper accounting and reporting of all transactions. Performs calculations, posts and transfers fiscal data, checks the accuracy of computations, reconciles invoices with purchase orders, reviews and approves receipts for disbursement of funds. Work is normally reviewed for compliance with desired results. Works under the general guidance and direction of the Library Accountant.

EXAMPLES OF DUTIES

- Position reports to the Library Business Manager.
- Exercises full responsibility for timely and accurate processing and payment of accounts payable. Calculates, analyzes, and posts expenditures and makes adjustments to accounts as necessary.
- Examines and approves invoices for payment by matching with purchase order, verifying receipt of goods and services, correct pricing and taking of discounts and extensions.
- Exercises full responsibility for timely and accurate processing and posting of accounts receivable. Receives, posts, and balances transactions received to appropriate accounts and subsidiary ledgers. Prepares bank deposits for cash receipts.
- Places and receives orders for supplies and equipment.
- Provides postage to outgoing mail, sorts and distributes incoming mail.
- Makes mathematical calculations; verifies various accounting tables and reports.
- Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work.
- Work is essentially sedentary with occasional walking, standing, bending, and some lifting and carrying items of moderate weight (12-20) pounds.
- Produces reports of department activities.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of the principles and practices of governmental financial accounting and reporting.
- Knowledge and practice of good customer service skills and ability to establish cordial and effective relationships with associates and patrons.
- Knowledge of and experience with computers and various computer software applications, peripherals, online databases, online searching, and the Internet.
- Knowledge of modern transaction processing and posting procedures used in computer automated general ledger accounting systems.

- Ability to apply bookkeeping principles to the maintenance of standard fiscal and accounting records.
- Ability to post and enter accounting transactions into computer automated accounting systems in an accurate and timely manner.
- Ability to maintain records and prepare reports.
- Ability to receive, receipt, and count cash in an accurate and timely manner.
- Ability to make mathematical calculations using addition, subtraction, multiplication and division. Skill in the operation of a typewriter, calculator, postage machine, and computer.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and understand information from microforms and PC monitors, and the manual dexterity necessary for the regular use of PCs; ability to stoop, twist, turn and move materials in the library; ability to lift moderate weight up to 20 pounds is required.

MINIMUM QUALIFICATIONS

Undergraduate degree from an accredited four-year college or university required. A degree with a concentration in accounting or finance is preferred and/or at least one to two years of professional experience in bookkeeping, accounting, or finance. Background check is required.

BENEFITS

The City of Birmingham offers a competitive compensation and benefits package, including:

- 80 hours biweekly, Grade 16 - Salary range: \$37,128.00 - \$40,934.40 (starting salary is commensurate with education and experience)
- A City-sponsored pension retirement plan. The City of Birmingham provides a Tier 3 “defined benefit” plan where employee retirement payments are computed using a formula that considers several factors, such as length of employment and salary history.
- Excellent medical insurance with employee monthly contribution as low as \$32.50/month
- Dental insurance
- Vision insurance
- Behavioral health plan
- Group Term Life & AD&D Insurance, Voluntary Term Life & AD&D, Whole Life Insurance, and Short-term Disability options
- Paid vacation and sick leave
- Generous holiday schedule
- Membership and admission benefits for City attractions such as the Birmingham Zoo, Birmingham Museum of Art, Southern Museum of Flight, and more.

METHOD OF APPLICATION

Applicants must contact the Alabama Career Center for application

<https://alabamaworks.alabama.gov>. Applications will be forwarded to the Birmingham Public

Library Personnel Officer. Library employees need not go through the Alabama State Employment Service but can submit applications directly to the library Personnel Office. A resume and college transcript must be submitted prior to the interview. Qualified applicants may be contacted for an interview. You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library. Position available immediately.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Equal Opportunity Employer