

CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT _____ CSN N8756.003 _____ FLSA STATUS _____

PRESENT CLASSIFICATION Accounting Officer (Account Technician II) DATE 09/12/2022

DEPARTMENT/DIVISION Facilities Management

Function

Under the guidance of Business Administrative Associate (Financial Operations) of Capital Planning and Service Operations, this position is responsible for the daily coordination and monitoring of accounts, bookkeeping, vouchering, and purchasing for the Department. Utilizing a working knowledge of accounting principles and practices, this position coordinates many functions that interact with all SIU Medicine departments.

Organizational Relationship

This position reports to the Business Administrative Associate (Financial Operations) who reports to the Business Administrative Associate (Financial Specialist) who reports to the Executive Director of Capital Planning and Service Operations. The person in this position interacts daily with vendors and administrative staff members as well as various SIU Medicine departments.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

- I. Accounting Responsibilities 95%
 - A. Reviews invoices and statements, verifying information, ensuring funds are available, resolving with the submitting unit, coding transactions and processing in the AIS and UMS software systems. Prepare invoice distribution forms as needed.
 - B. Apply complex accounting principles to complete the periodic internal billing for copiers. Review invoices and statements from the copier

vendor to ensure accuracy of the information. Take departmental calls that concern billing issues. Contact copier vendor with any issues or billing problems.

- C. Apply complex accounting principles to complete the monthly billing for mail services. Reconcile the mail meter to the postage meter daily and reconcile differences. Contact outside vendor with software and billing issues. Monitor the postage due, business reply, postage meter and Neopost to ensure adequate monies are available for SOM mailings.
- D. Review monthly utility bills and prepare invoice distribution forms for all payments to utility companies. This includes gas, electric, water, sewer and garbage. Monitor the monthly invoices for all SIU Medicine buildings and some external clinics and bill appropriate accounts and departments. Contact the vendors for billing issues, new and stopped services. Update the utility spreadsheet for the Business Administrative Associate. Complete internal billings to departments for utility charges.
- E. Apply complex accounting principles to complete the monthly billing for physical plant. Review each billable work order monthly and internally bill completed work orders to the appropriate department. Prepare external invoices for non-SIU departments in a timely manner and follow up to ensure payment is received.
- F. Prepare collection reports for vending and parking.
- G. Update monthly budget spreadsheets to be utilized by the Business/Administrative Associate (Financial Specialist).
- H. Compile quarterly accounts receivable data and submit the Quarterly Accounts Receivable Reports. Complete the year-end inventory accrual and year-end accounts receivable reports and submit to the Office of the Comptroller.
- I. Prepare department purchase requisitions and blanket orders to encumber funds from which to pay for services, equipment and supplies. Ensure quotes and proper documentation are attached. Follow up on the receipt of orders or services. Ensure that all paperwork conforms to university policies and procedures.
- J. Review department's travel expense reports and vouchers. Assist staff with process and completion of the authorization for travel and reimbursement forms.
- K. Responsible for bi-annual completion of medical waste billing. Receives invoices from provider and internally bills various departments for their charges.

- L. Coordinate payments for all vendors associated with large projects. Work with established amounts set up by SIU Board of Directors to ensure payments are within guidelines of the policies and procedures.
- M. Update computer bookkeeping system, entering vouchers, credit card transactions, blankets, etc. into system. Act as departmental reviewer for pcard transactions for accuracy and the timely processing of the transactions. Manage PCard transactions for accuracy, verify receipts, review PCard transactions, and process transactions in a timely manner.
- N. Act as the backup for the bi-weekly and semi-monthly payroll preparation.

II. General Duties 5%

- A. Enter work orders into the Current work order system.
- B. Update training documentation for the front office functions. Train staff members on new procedures as they are developed.
- C. Participate in SIU Medicine, State and Federal mandated training and partake in the development of safety and disaster recovery programs. Respond/act responsibly in compliance with regulatory training. This includes, but not limited to, Hazard Communication and the All Hazards Emergency Operations Plan (AHEOP).
- D. Coordinate, order and distribute department office supplies.
- E. Act as the Alternate for the Emergency Group Leader for emergency situations.
- F. Provide support, when requested, to the Executive Director of Facilities Management as well as the capital programs team.

Skills and Abilities Needed for the Position

1. Knowledge of finance and accounting principles, practices, methods and techniques.
2. Must be capable of working independently, yet interact well with others.
3. Demonstrate abilities and successes in fiscal and accounting management, including the concurrent management of numerous, complex projects.
4. Sensitive to the needs of underrepresented minority populations.

Responsibility

- A. **Supervisory Controls** – This position reports to the Business/Administrative Associate (Financial Operations). The Business/Administrative Associate (Financial Operations) determines priorities, assigns tasks and sets deadlines and guidelines.
- B. **Guidelines** – This position is covered by guidelines including various procedures and accounting practices. Employee is responsible for adhering to plans and policies of SIU School of Medicine at all times.

Difficulty

- A. **Complexity** – Subject to general direction, this position performs fiscal, financial and administrative functions and responsibilities and must have an attention to detail and a thoroughness in completing work tasks. Requires a positive attitude and be open to change.

- B. **Scope and Effect** – The duties of this job affect the operations of the Department of Facilities Management as the orderly flow of paperwork through this office ensures that supplies, equipment, and services and invoices and collections necessary to run SIU School of Medicine campus are purchased, delivered, and collected and paid for in a timely manner. The employee must be able to maintain confidentiality as some of the information passing through this office may be sensitive.

Personal Contacts

This position requires interaction with both employees within SIU Medicine and external vendors.

Environmental, Health and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Working Conditions

See attached *Physical and Environmental Requirements* form.

INCUMBENT: _____ DATE _____

REVIEWED BY: _____ DATE _____
 Immediate Supervisor

_____ DATE _____
Department Head/Chair

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____

Classification: **Accounting Officer (Account Tech II)**

Position No. (If applicable): **8MS.CS.N8756.003**

Department: **Capital Planning and Service Operations-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling					<input type="radio"/>
Carrying					<input type="radio"/>
Lifting					<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Ron Wilshusen

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date