

Job Description

Job Title:	Acquisitions Associate, Invoicing and Ledgers
Department:	Collection Development, Library
Reports To:	Acquisitions Manager
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	February 2016

Primary Purpose

The University of Waterloo Library is the campus's partner in learning, research and innovation. Its two main locations and three satellite spaces act as interdisciplinary hubs, bringing together the knowledge, expertise and resources needed by our diverse campus community. The University was built for change and the Library exemplifies Waterloo's agility as we continuously transform our approaches to creating, discovering, using, sharing and preserving information. With a commitment to open and equitable access to information, we equip researchers and students with the critical research skills to improve our world as active citizens, creative problem solvers and agile leaders. All of our work is done with a strong commitment to equity, diversity, inclusion and accessibility.

The Acquisitions Associate, Invoicing and Ledgers ensures that the tasks and processes related to the timely and accurate payment of invoices against the Library's Acquisitions budget. In addition to this, the incumbent supports the Acquisitions Manager in the maintenance of the Acquisition Budget through the input of financial transactions, such as ledger transfers.

Key Accountabilities

As a member of the Collection Development Department, the Acquisitions Associate, Invoicing and Ledgers acts as an effective, collaborative, supportive team member by:

- Working closely with members of the Department and Finance
- Communicating effectively with publishers/vendors to enhance relationships, e.g. investigating issues related to payments not received or that contained errors
- Recommending opportunities for improvements to workflows, as appropriate
- Participating in Departmental reviews, as appropriate
- Participating in library-wide projects as required by areas of responsibility, and interest
- Actively participating in the committees as required by areas of responsibility

As the position accountable for the payment of invoices against the Library's Acquisitions budget, and the support of its maintenance, the incumbent:

- Is responsible for the recording, verification, prioritization, and payment of invoices
- Is responsible for calculating subscription price increases and communicating these to the Acquisitions Manager as appropriate
- Is responsible for managing the invoice record lifecycle, ensuring that University retention policies and schedules are followed

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<ul style="list-style-type: none">• Inputs funds transfers and other ledger maintenance transactions, under the direction of the Acquisitions Manager• Is responsible for maintaining Library Services Platform (LSP) vendor records• Maintains knowledge of FTP/EDI/API systems needed for transferring payment data to Finance• Participates in upgrades and testing for new Acquisitions systems
<p>Proactively reviews workflows and processes related to the management of the invoicing lifecycle and budget maintenance support by:</p> <ul style="list-style-type: none">• Staying up to date on University record retention and Finance policies
<p>As a vendor contact, maintains strong vendor relationships by:</p> <ul style="list-style-type: none">• Providing vendors with payment status updates as appropriate• Providing vendors with up-to-date payment details and information.
<p>As the primary invoicing and budget maintenance incumbent:</p> <ul style="list-style-type: none">• Actively reviews and documents invoicing and budget maintenance workflows• Processes cheques received by the Collection Development Department• Maintains awareness of University Finance policy updates and changes and communicates these as appropriate• Maintains up-to-date documentation of relevant policies, workflows, and standards• Provides cross training to support the provision of critical back-up functions• Participating in Acquisitions-related systems testing as required

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• Undergraduate degree or equivalent in education/experience
<p>Experience</p> <ul style="list-style-type: none">• Demonstrated track record of successfully completing very detailed, process oriented, work with a great degree of accuracy• Experience working with Microsoft Excel• Demonstrated experience and aptitude for investigating and troubleshooting financial issues related to payments and invoices• Proven experience using Microsoft Excel• Proven experience with maintaining a file system that is governed by existing retention rules
<p>Assets:</p> <ul style="list-style-type: none">• Experience working with institutional financial management systems, such as the University's Financial System (Unit4)

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- Experience working with library acquisitions systems, particularly in an academic setting
- Experience with procurement and purchasing in a higher education setting

Knowledge/Skills/Abilities:

- Proven ability to take initiative and manage multiple priorities and deadlines
- Proven ability to review processes and workflows and develop/implement process improvements
- Proven ability to work independently, professionally, and collaboratively in a service-oriented environment
- Comfort with ambiguity and proven ability to manage change in a proactive manner
- Ability to maintain process and workflow related documentation in an electronic format
- Awareness of invoice processing policies
- Technical skills include:
 - Word – Intermediate
 - Excel – Intermediate
 - PowerPoint – Beginner
 - LSP – Advanced
 - Financial System – Intermediate
 - SharePoint – Beginner

Nature and Scope

- **Contacts:** Internally, communicates with Library staff and Finance contacts to present/describe/analyze information and to obtain decision/action on issues. Externally, communicates with vendors to present/describe information, and obtain action on issues.
- **Level of Responsibility:** Responsible for ensuring the timely and effective management of payment processes, including the day-to-day payment of invoices, and creation of related support documentation. Responsible and accountable for the accuracy and efficacy of payment and budget maintenance processes.
- **Decision-Making Authority:** Responsible for identifying aspects of the payment process for review. Works with Acquisitions Manager and others to solve more complex problems. Authorized to pay invoices up to \$5,000.
- **Physical and Sensory Demands:** Minimal physical requirements. Exposure to conditions typical of a clerical position in a fast-paced office environment.
- **Working Environment:** Exposure to conditions associated with a high volume of work and data entry/processing, which requires a high degree of accuracy. **Suitable for a hybrid working model.**