

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

POSITION DESCRIPTION

CONSORTIUM ACCOUNT SPECIALIST

DISTRICT SERVICES

Salary range \$25.00-30.00/hr (non-exempt)

Approximately 25 hours per week

The Consortium Account Specialist is responsible for providing primarily financial, but also administrative and clerical support for online library resource management system and other consortiums. This is a key position for important programs at the League. The ideal candidate will enjoy details, checking for errors on purchase orders and invoices, resolving issues and providing excellent customer service to our vendors and colleges.

Essential duties and responsibilities include:

- Provide effective internal and external client service
- Process and reconcile payments and expenditures, purchase orders, invoices and statements in compliance with adopted policies and procedures
- Handles vendor financial correspondence via phone or email
- Provide accurate and effective document preparation and records management
- Protect organization's value by keeping information confidential
- Assists with monthly status reports
- Files, maintains, and distributes appropriate documents, records and reports
- Performs other duties as required to support library consortium operations

Qualifications and Skills:

- 2-3 years of accounts payable experience
- Solid understanding of accounting payable principles and basic bookkeeping
- Proven ability to calculate, post and manage accounting figures and financial records
- Proficiency MS Office, accounting and spreadsheet programs
- Ability to learn new software, i.e., Consortia Manager and demonstrate proficiency in software operations
- Outstanding customer service skills
- High degree of accuracy and attention to detail and confidentiality
- Ability to multi-task
- Effective verbal, listening and written communication skills
- Effective organizational, stress and time management skills
- Demonstrates a sense of urgency and ability to meet deadlines
- Ability to work independently and as an effective team member

- Excellent analytical, problem solving and decision-making skills

Reports to:

- Chief Operating Officer and Library Consortium Director
- **Physical Requirements:** Ability to lift and move boxes of weight not exceeding 25 pounds.
- Preference for onsite work at our Sacramento office. Position may be remote, however employee must reside in the state of California

The League offers outstanding benefits including PERS, generous vacation and sick leave. Position is open until filled. Please submit cover letters and resumes to jobs@ccleague.org.

The Community College League of California (League) is a nonprofit public benefit corporation whose voluntary membership consists of the 73 local public community college districts in California. We support locally elected trustees and community college CEOs serve their students and communities by advocating on their behalf at the state and federal levels, providing continued professional development, and delivering services that employ economies of scale to minimize cost. For more information: ccleague.org.