



POSITION DESCRIPTION

Reporting and Analysis Specialist

Full-time; \$39,295 - \$68,904

RESPONSIBILITY

- Positions Howard County Library System (HCLS) as a major component of public education for all ages
- Effectively lives the Seven Pillars of HCLS' strategic plan (Authentic Values, Strategic Vocabulary, Everyone a Leader, Winning Teamwork, Community Partnerships, The Power of Us, and Fiercely Loyal Customers), motivating others to do so as well
- Fully embraces HCLS' educational mission, effectively communicating our curriculum, which comprises Three Pillars (Self-Directed Education, Research Assistance & Instruction, Instructive & Enlightening Experiences)

ESSENTIAL FUNCTIONS

- Tracks status of all grants - maintaining all records and documentation to ensure grant compliance
- Assists with the management of HCLS' corporate credit card program
- Handles monthly bank reconciliations and analysis
- Submits and tracks on-line and off-line reimbursements for grants
- Serves as backup to Accounting Manager
- Manages incoming cash flow (e.g., bank deposits)
- Maintains files of all contracts and agreements, and takes all steps necessary to ensure their timely renewal, renegotiation or cancellation
- Handles all incoming donations and gifts
- Works collaboratively with other departments to produce reports while maintaining currency of database
- Generates HCLS invoicing to vendors
- Tracks software and warranty licenses
- Prepares monthly reports, including but not limited to, financial status of all object activity, grants funding, gifts, key accounts and projections, public access database usage, library statistics for Board, bank reconciliation and investment reports, automatic accounting system reports, A+ partnership status

- Completes and follows up on all e-rate applications - projecting impact on telecom budget
- Assists with budget analysis
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- Maintains records and documentation for CIPA compliance
- Prepares annual reports, including but not limited to, DLDS state statistics, PLA online statistics, and HCL statistics to assist PR annual report production
- Assists in providing access to information as requested by auditors
- Performs other duties as assigned
- Participates in systemwide training
- Maintains regular and predictable attendance
- Adheres to all HCLS policies and procedures

EDUCATION, EXPERIENCE, AND SKILLS

- Bachelor's degree, a concentration in statistical analysis a plus
- Minimum 4-6 years' experience working in the Accounting field
- People skills—ability to work effectively and collaboratively with others and enjoy it
- Extensive experience handling bank reconciliations
- Demonstrated experience in financial reporting
- Experience handling grants and gift donations
- Demonstrated passion for providing extraordinary customer service
- Demonstrated ability to have keen attention to detail
- Demonstrated ability to use sound judgment and good business acumen
- Demonstrated ability to handle multiple projects with a high level of accuracy
- Strong verbal and written communication skills
- Demonstrated ability to analyze and solve problems, to develop new processes and procedures in response to changing customer expectations, and systemwide goals
- Demonstrated ability to develop and maintain effective relationships with diverse groups such

as government leaders, the library community,
and with staff and the public

- Tech savvy – ability to use various computer systems; working knowledge of accounting systems, preferably SAGE ACCPAC; strong working knowledge of MS Excel
- Valid driver's license

PHYSICAL STANDARDS

- Job allows for some variance in work routine and considerable amounts of standing, walking, bending, reaching, pushing, pulling and sitting
- In addition, strenuous activity is required, such as carrying bags or boxes of books (weighing up to 30 lbs.) or arranging rooms for classes and events

ADDITIONAL DETAILS

- Grade 8; position currently located at the Administrative Branch
- Works under the supervision of the Accounting Manager
- Full-time: 37.5 hours per week, typically Monday – Friday
- Evenings and weekends required for HCLS signature events

INTERESTED?

- To apply, please send a cover letter and complete an application, available at bit.ly/HCLS_JobApp
- Position **open until filled**.
- Please send your completed application via email to stacey.fields@hclibrary.org or via U.S. mail to:

HCLS Administrative Branch
9411 Frederick Road
Ellicott City, MD 21042

*Howard County Library system takes pride in
providing equal employment opportunities.*