



Job Posting
Accounts Receivable Specialist
Full time
Monday – Friday
40 hours per week

The Library Network, a Michigan Library Cooperative located in Novi, Michigan, is seeking an individual for the position of Accounts Receivable Specialist, to provide exceptional service to our membership. We work alongside our member libraries to provide an array of services to enable them to operate effectively and efficiently.

Our mission is to create a vibrant, collaborative partnership among our libraries, driving access to shared services and resources that benefit the libraries and their users. We strive to provide exceptional service and high return on libraries financial investment in The Library Network.

The Accounts Receivable Specialist plays a key role in supporting the financial operations of the organization. Reporting to the Controller, this individual is responsible for managing invoicing, payment tracking, banking tasks, file maintenance, and providing clear and concise communication.

Responsibilities/Essential job functions include:

- Enter data into accounting systems and electronic databases
- Prepare and distribute customer invoices and monthly statements
- Record incoming payments and maintain accurate account records
- Update business and member accounts as needed
- Perform routine bank deposits
- Coordinate annual billing of MAP (Michigan Activity Pass), EAP (Employee Assistance Program), Empathy Studios billing, and other special accounts
- Maintain and organize business and financial records
- Provide timely reports and updates to the Controller
- Reconcile accounts, resolve discrepancies, and follow up on outstanding balances
- Handle collections for overdue invoices professionally and efficiently
- Provide general administrative and clerical support
- Collect and track internal contracts for services
- Maintain and organize organizational contract files
- Support event registration processes and records
- Perform other related duties as assigned

Preferred Skills and Knowledge:

- Proficiency with Sage Accounting or a comparable accounting platform
- Strong understanding of accounting, fiscal, and statistical recordkeeping
- Excellent phone etiquette and high attention to detail
- Ability to maintain professionalism under pressure and respond effectively to inquiries
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Strong written and verbal communication skills
- Commitment to delivering high-quality customer service

Qualifications:

- Minimum of 2 years of experience using accounting software
- Associate's degree preferred or equivalent relevant work experience
- Ability to work onsite five days per week; remote work is not available

We offer a generous benefits package, including major medical, dental, vision, short and long-term disability, life insurance, and the MERS (Municipal Employees Retirement System) Defined Contribution Retirement Plan.

We also provide considerable paid time off, which includes vacation, sick, 11 yearly holidays, and floating holiday time.

This position is an AFSCME Union position, classification Specialist. Pay rate \$22.13/hour. Typical work schedule is Monday - Friday, 8:30 a.m. – 4:30 p.m., but may be negotiated. 40 hours per week in office (currently, remote work is not available for this position).

Interested candidates should submit a cover letter and resume via email to HR@tln.org, or mail to: The Library Network, 41365 Vincenti Ct., Novi, MI 48375; Attn: Human Resources

Deadline for submission is December 12, 2025, with interviews occurring the week of December 15.

The Library Network is an equal opportunity employer.