

Title: Administrative Assistant-Library

Reports to: Executive Director

FLSA: Non-exempt (hourly)

Hours: 20-25 hours per week between the hours of 8am-5pm

**Job Description:**

Provide administrative functions for the Library Department, including assisting in processing accounts, purchasing, billing, and programming. The Library Administrative Assistant works closely with staff and the Executive Director.

**Supervision:**

Performs work responsibilities under the direction of the Library Director, who provides guidance and information related to the tasks.

**Job Environment:**

- Bookkeeping tasks are performed in a semi-private office area under normal working conditions.
- May occasionally help patrons at public service desks, with appropriate training and support.

**Essential Functions:**

- Sort and code invoices; enter invoices, approved library bills, and purchasing card purchases for the Executive Director and Library Board.
- Collects receipts and helps manage access to Library Credit Cards.
- Assists with tracking leave usage by employees and assists with processing of payroll on a bi-weekly basis.
- Prepares and organizes claims for payment by the Library Board, and ensures payments are made in a timely manner.
- Receive invoices for payment, obtain approval, and prepare them for payment.
- Compiles monies received by the Library, and Library Foundation and makes regular deposits to the bank.
- Compiles reports breaking down monies received by category for internal usage by the Executive Director and Library Board.
- Tracks budget usage for purchasers and provides access to claims for purchasers.
- Works with Vendors to ensure Tax Exempt purchasing is used, provides updated forms as requested by vendors.
- Maintain digital and physical files for all vendors and contractors.
- Respond to vendor and contractor requests and issues as needed.
- Receives and inspects incoming packages for damage or shortages against packing list; distributes contents accordingly.

- Assists with purchasing of general supplies, and handles some local purchasing of items based on requests from other departments.
- Operates standard office equipment, technology, and machinery, with ability to perform basic trouble-shooting.
- Attend and take minutes at Library Board of Trustees meetings; prepare board documents.
- Assists with monitoring banking accounts and balances, serves as backup for financial actions on Library Accounts.

#### Other Functions:

- Monitors level of office supplies and orders replacements under the direction of the Executive Director.
- Sorts mail and distributes to appropriate staff/departments.

#### Education & Experience:

- High school diploma or equivalent supplemented with one year of specialized training in clerical/secretarial, financial, accounting, or bookkeeping procedures and practices.
- Previous experience in accounting, accounts payable or other related field.
- Intermediate to expert computer software skills - Familiarity with Quickbooks.
- Must possess organizational and project management skills
- Excellent oral and written communication skills, and the ability to work closely with a variety of individuals is essential
- Detail and deadline-oriented
- Must be flexible and able to work in a fast-paced environment.
- Previous library experience preferred.

#### Knowledge, Skills, & Abilities:

Knowledge of computer software and systems including Internet, word-processing, spreadsheet, and accounting applications; demonstrated ability to work independently and set priorities for multiple tasks; maintains confidentiality of library patron information; exercises good judgment, courtesy, and tact in dealing with public, vendors, and other town employees.

#### Physical & Mental Requirements:

Work is performed in a library setting with occasional moderate noise. Must be able to walk, sit, stoop, reach, stand, talk, listen, and use equipment such as a computer, telephone, fax machine, and photocopier. Normal vision requirements.

12/13/2020--LJ