

## **Administrative Assistant**

### Job details

- Pay rate: 19.00 - 26.78 hourly
- Status: Part-Time, non-exempt
- Hours: 19.5 hours per week
- Benefits: Paid holidays
- Supervisory responsibilities: None
- Reports to: Library Director

### Description

The administrative assistant will assist the library director with the financial management of the library through bookkeeping support, vendor management, and records retention.

### Duties

- Bookkeeping responsibilities including:
  - Maintains library financial software and records
  - Daily/monthly transaction balancing
  - Cash handling
  - Accounts payable/accounts receivable
  - Account reconciliation
  - Payroll processing support
  - Preparation of financial reports
- Assists with county and state records filing
- Records retention and organization of library documentation
- Liaisoning with auditor for annual audit
- Vendor management
- Assists in front-line customer service to a wide variety of patrons as needed
- Supply ordering
- Special projects as assigned

### Working conditions/Physical requirements

- May require working occasional evenings and Saturdays
- May require standing, walking, sitting, stooping, kneeling, crouching or crawling for extended time periods.
- May require lifting and/or moving up to 25 pounds
- Requires working with the public including large crowds, confusion, and noise.
- May be subject to minor and controllable hazards that may include exposure to human error, angry or hostile patrons, and bodily fluids.
- A valid driver's license and personal transportation is required.

### Required Qualifications

- Skills and abilities
  - 1+ years bookkeeping experience or equivalent education
  - Technical proficiency with computers and the ability to learn new computer programs
  - Familiarity with Quickbooks
  - Ability to multitask and work through frequent interruptions

- Ability to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Knowledge of principles and processes for providing customer services. This includes identifying customer needs, meeting standards for service and customer satisfaction.
- Maintain an orderly working environment.
- Employee must be able to pass a background check
- Education and Certifications:
  - High School Diploma, GED, or equivalent
  - ABLE certification within one year of hire

#### Preferred Qualifications

- 1+ years public library experience
- 1+ years experience in public entity or non-profit bookkeeping
- Bachelor's Degree
- Knowledge and experience with Google Suite

Disclaimer: The duties described are not a comprehensive list. Projects and duties may be assigned, removed, or adapted as needed.

EEO Statement: It is the policy of the Portneuf District Library to provide equal opportunity to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, or military status. The library will make reasonable accommodation for known religious beliefs as well as for known disabilities as defined in the Americans with Disabilities Act.