



JOB TITLE		DEPARTMENT	JOB LEVEL
Finance Assistant		Administration	6
CLASSIFICATION	REPORTS TO	SUPERVISES	
Part-time Non-exempt	Director of Finance	n/a	

POSITION SUMMARY

Under general direction of the Director of Finance, handles cash reconciliation, prepares bank deposits, orders library supplies, maintains spreadsheets, prepares monthly payments for mailing, and assists in other finance department duties.

ESSENTIAL RESPONSIBILITIES

- Retrieves cash and other receipts from several sources within the library
- Counts, posts, and balances general library receipts
- Reconciles receipts to reports or other sources
- Works with library staff to resolve cash balancing or cash procedural issues
- Assists with tracking of grant fund disbursements
- Assists with monthly board remittances and mailing preparation
- Satisfies staff petty cash requests promptly according to guidelines
- Reconciles petty cash disbursements
- Prepares bank deposits
- Transports deposits to local bank
- Initiates return bank item correspondence
- Monitors and balances specific general ledger accounts
- Tracks credit card activity and monitors balance availability
- Records and reconciles designated special revenue receipts
- Inventories and maintains general library office supplies area
- Sets up routine vendor accounts
- Maintains a current list of suppliers and vendors and the ordering process for each
- Maintains and updates library sales tax exemption status with vendors
- Orders library supplies per departmental requisitions
- Verifies and distributes supply orders
- Handles unfilled supply orders, shipping errors, product damage claims, and returns
- Maintains required W-9 records for library vendors
- Maintains filing system for all financial documents
- Performs clerical functions for the Finance Department
- Attends and participates in department meetings and other staff training as required
- Other library related projects as assigned

KNOWLEDGE / SKILLS / ABILITIES

- Knowledge of basic accounting practices, particularly cash reconciliation
- Proficiency on 10 key calculator/adding machine
- Reasoning ability and capability to perform mathematical functions accurately
- Detail-oriented with good organizational skills to meet deadlines
- Ability to maintain a high level of accuracy in preparing financial information
- Ability to prioritize and to multi-task in a fast-paced environment
- Maintain diligence in meeting deadlines
- Discretion and trustworthiness essential due to contact with confidential material
- Promotes positive public relations with staff and public
- Ability to communicate effectively orally and in writing
- Proficient with Microsoft Office Word and Excel
- Ability to work independently, as well as part of a team
- Sound judgment and ability to solve simple problems
- Ability to type/keyboard with accuracy and attention to detail
- Ability to drive a vehicle

EDUCATION/EXPERIENCE QUALIFICATIONS

- High school diploma or equivalent
- Prior job experience in accounting and/or business, including cash reconciliation and purchasing functions

TOOLS/EQUIPMENT

Use of: calculator, adding machine, computer, fax/copy machine, printer, telephone, book cart.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Must be able to hear, comprehend and respond to employees and vendors both in person and in telephone conversations
- Must be able to manipulate computer and typewriter keyboards and calculator/adding machine
- Must be able to sit for extended periods of time during work shift
- Must be able to navigate with a cart various distances throughout the building
- Must be able to perform repetitive hand motions for extended periods of time
- Must have visual ability to see computer screen and handwritten and printed text in a wide variety of formats and font styles
- Must be able to produce legible printing or handwriting
- Must be able to bend, stoop, and reach items from floor level to over 84 inches above the floor
- Must be able to lift and move items weighing up to 40 pounds
- Must be able to move a cart of materials weighing greater than 100 pounds
- Must hold a valid driver's license, clean driving record, and be willing to drive as required
- Must be able to work scheduled hours and meet general attendance requirements

NOTE: The scope of the job may change as necessitated by the library's operational demands.