

## **OFFICE ASSISTANT / ASSISTANT BOOKKEEPER**

### **Nature of work:**

Under the supervision of the Upper Moreland Free Public Library Executive Director, this employee is responsible for a variety of administrative duties associated with managing the library office and supporting the work of the Full Charge Bookkeeper/Executive Assistant. Due to the nature of this work, this employee must demonstrate a high level of accuracy and attention to detail. This employee may substitute, occasionally, at the primary service “check out” desk.

### **Primary Duties:**

- Maintain organization files & records
- Prepare and make deposits of library revenues
- Prepare bills for unreturned library items
- Assist with regular and semi-annual bulk mailings
- Assist with ordering of office/janitorial supplies and maintain order in library storage areas
- Assist with accounting needs including payment of bills and preparation of payroll in the absence of the Full Charge Bookkeeper
- Other duties related to maintaining organization and facility needs
- Participation in staff meetings as scheduled

### **Physical Demands:**

This is primarily light office work, with frequent standing, sitting, bending, talking, hearing, speaking and mental concentration necessary; use of hands to manipulate, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 30 pounds and push at least one hundred (100) pounds on wheels.

### **Knowledge, Skills, and Abilities**

- Ability to maintain existing organizational schemes
- Ability to complete work with a high degree of accuracy; detail oriented
- Ability to exercise good judgment at all times
- Ability to maintain confidentiality of information and other related matters
- Ability to develop and maintain positive working relationships with co-workers
- Ability to develop an awareness of library-wide operations and follow library policies and procedures
- Ability to adapt to change

### **Qualifications:**

- A high school diploma or GED in addition to two (2) years post-secondary education (business or accounting coursework preferred) or equivalent experience required
- Prior experience working in an office environment and/or customer service environment required
- Working knowledge of Microsoft office and Google suite required
- Familiarity with bookkeeping software required (knowledge of QuickBooks strongly preferred)