

Crystal Lake Public Library**Position Title: Business Office Assistant - Administration****Reports To: Business Manager****Department: Administration****Status: Non-Exempt****Job Summary:**

The Office Assistant is responsible for staffing the Administration Offices and assisting the Business Manager in completing duties supporting the library operations, including bookkeeping, accounting, and personnel functions. Functions as a Building Supervisor.

Essential Functions:

1. Staffs the Administration Offices, responds to inquiries and provides information, as requested
2. Assists with daily business operations; prepares cash drawers and records daily receipts
3. Performs bookkeeping and basic accounting duties
4. Verifies and codes invoices for payment approval; prepares monthly bill listings and checks for Board approval; maintains vendor files
5. Prepares bi-weekly payroll; provides support related to the processing and maintenance of personnel records
6. Prepares a variety of financial reports
7. Assists Business Manager with preparing and monitoring budgets
8. Performs miscellaneous errands, including and not limited to delivery and pick up of financial items
9. Maintains inventory records
10. Ensures data and records are retained in compliance with all federal, state, and local rules and regulations
11. Attends and participates in Crystal Lake Public Library meetings and committees; participates in appropriate job-related meetings; attends relevant continuing education events
12. Performs other related duties as assigned or required

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Minimum two years of college education in a business or related field, or equivalent related technical courses. Minimum six months customer service experience required. One year of bookkeeping/accounting and administrative experience required. Excellent knowledge of word processing, spreadsheets, and e-mail; advanced knowledge of PCs and Internet searching; basic knowledge of working in a networked computer environment.

Skills and Abilities:

- Interpersonal, public relations, problem solving, troubleshooting skills
- Excellent verbal and written communication skills; listening skills
- Ability to operate the following equipment: computer, FAX, copier, printer, telephone
- Excellent math skills
- Ability to work effectively with a variety of people
- Ability to handle variety and change
- Ability to tolerate repetitive tasks with some variety and interruptions
- Ability to organize and arrange
- Ability to handle details with accuracy and speed
- Valid driver's license, IL auto insurance, and reliable access to a vehicle

Physical Demands/Work Environment:

While performing the duties of this job, the employee is required to intermittently stand, sit, and walk. The position requires the ability to talk and hear. Specific vision abilities required by this job include close and far vision, and the ability to adjust focus. The position requires the ability to use hands to finger, handle and/or feel equipment and objects; and reach with hands and arms. Occasional bending, stooping, and climbing are required.

The employee must occasionally lift up to 25 pounds and push or pull up to 150 pounds. This job is performed in a typical office environment.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.