Job Description



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| **Position:** | Office Assistant  |
| **Range:** | T4 (Exempt)  |
| **Reports to:** | Director of Finance  |
| **Supervises:** | None |
| **Reviewed:** | 2/17 |
| **Revised:** | 04/19 |

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Job Summary

Under the supervision of the Director of Finance, provides support to the Finance Department. Assists Human Resources Department with a variety of HR functions. Supports Administrative offices.

Duties and Responsibilities

1. Able to accurately and timely process General Ledger transactions.
2. Able to accurately process payments to library material vendors. This includes assigning account numbers to all expenses paid.
3. Able to use accounting software to accurately process cash receipts from multiple library locations. This includes assigning location and account numbers for all transactions.
4. Coordinates the contract distribution and collection process for Library performers. This includes the assimilation of all required documents and signatures.
5. Handles all mail for the organization. This includes the processing incoming mail, preparing outgoing items for departure, and assisting the Accounting department with check preparation.
6. Act as the backup for various accounting processes, including accounts payable, invoicing, general ledger, and the month end closing process.
7. Acts as the backup for Payroll processing.
8. Works with Human Resources Director communicating information to staff members using the Linc, Teams, email, etc.
9. Provides support to HR Director on maintaining files and processing paperwork. Creates nametags and folders for new employees.
10. Assists with open enrollment and benefit coordination as needed.
11. Answers and routs incoming calls, greets and assists visitors, assists staff with front office related questions.
12. May perform duties of Administrative Assistant in their absence.
13. Other duties as assigned.

Job Requirements

* Possession of a Bachelor’s Degree or equivalent.
* This is an entry-level classification; no previous experience is required. One year of accounting, human resources or other related experience preferred.
* Excel and Word skills required.
* Satisfactory completion of a six-month probationary period.
* Be physically able to perform the essential functions of the job with or without reasonable accommodation.

additional Specifications

* Possess a fundamental understanding of Accounting processes.
* Knowledge of office terminology, procedures and equipment, and of business arithmetic and English
* Ability to operate standard office equipment including personal computers, copiers, calculators, and adding machines.
* Ability to understand and follow oral and written instructions.
* Ability to make decisions in accordance with established policies and procedures.
* Ability to use computers.
* Ability to maintain an effective working relationship with co-workers.
* Ability to conduct oneself with tact and courtesy.
* Ability to work independently.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

*Office Assistant Job Description*

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