

## JOB DESCRIPTION

**JOB TITLE:** **SR. ASSISTANT - FINANCE**

**JOB CLASSIFICATION:** Grade 210- Sr. Assistant, Regular, Non-Exempt

**HOURS:** **Part-Time (12-16 Hours)** Normal hours will be daytime. Evening and weekend hours may be required as needed. Required to adapt to future schedule changes, depending on departmental and library-wide needs.

## JOB REQUIREMENTS:

### *Education/Experience*

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High School Degree required.

### *Knowledge/Skills*

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Knowledge of basic PC applications such as Word and Excel is required. *Knowledge of Publisher and PowerPoint would be a plus.* Attention to detail and the ability to organize are essential. Strong written, verbal, customer service and interpersonal skills are needed. Ability to work with all levels of staff and to provide superior internal customer service: Tact, courtesy, and a positive approach to a team environment and to service to the community is critical. High ethical standards in dealing with public funds and with confidential personnel information are essential.

### *Working Conditions*

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Work primarily inside the library, in the administrative offices. May be required to attend meetings or training sessions outside of the library.

**REPORTS TO: Fiscal Officer**

**SUPERVISES: None**

## BRIEF JOB DESCRIPTION

### *BASIC SUMMARY:*

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Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite the public by serving as an active community center and premier knowledge provider. **This position helps accomplish that mission indirectly by aiding the Administration Department in extending excellent administrative support services to all library staff and directly by providing exceptional customer service to patrons.**

**DETAILED JOB DUTIES:****1. Provides clerical assistance to Administration Department. Duties may include:**

- Receiving and counting cash from circulation cash register, public desks, computer printing stations and public copy machines, assigning appropriate account codes. Inputs receipt batches into financial software. Maintains spreadsheets for receipts. In the absence of the Finance Associate is cross trained to do entire receipts process.
- Sorting and preparing materials invoices for payment. Inputs invoices into financial software as needed. In the absence of the Finance Associate is cross trained to do entire invoice payment/check writing process.
- Providing general administrative assistance to Finance Specialist, Finance Associate, and Fiscal Officer as needed.
- Scanning, Copying, collating, and filing HR, Payroll and Finance documents, manuals and articles.
- Assisting with other general administrative projects as needed.
- Works and serves as a positive part of a team-oriented work environment to initiate, maintain, and/or implement efficient, effective, innovative, customer-oriented service to the public and each other:
- Serves as a positive part of the Administrative team by communicating effectively with coworkers and supervisors and by assisting the Administrative Department in all aspects of providing good service to the staff and public (continuous)
- Keeps informed by attending departmental and general staff meetings and by participating in other workshops or training offerings when appropriate and as requested or required.
- Performs miscellaneous related additional duties as needed by the library and assigned by the supervisor.

**PHYSICAL DEMANDS CHECKLIST**Date: 1/8/2007 Job Title: Senior Assistant - Administration**PHYSICAL STRENGTH FACTORS:**

Does this job require:

Lifting: ☒Yes ☐No If Yes, list maximum weight: \_\_\_\_\_ lbs.Pushing: ☐Yes ☒NoPulling: ☐Yes ☒NoCarrying: ☒Yes ☐NoReaching: ☒Yes ☐No If Yes, What is maximum reach: \_\_\_\_\_ in.Does job require reaching above shoulders? ☒Yes ☐NoDoes job require reaching to floor level? ☒Yes ☐NoGripping: ☒Yes ☐No**PHYSICAL MOBILITY FACTORS:**Throwing ☐Yes ☒NoSitting ☒Yes ☐NoStanding ☒Yes ☐NoWalking ☒Yes ☐NoClimbing ☐Yes ☒NoStooping/Bending ☒Yes ☐NoCrouching ☒Yes ☐NoKneeling ☐Yes ☒NoCrawling ☐Yes ☒NoTwisting ☒Yes ☐NoBalancing ☒Yes ☐No**SENSORY/PERCEPTUAL FACTORS****HEARING:**Conversation ☒Yes ☐NoSounds ☒Yes ☐No**VISION:**Far ☐Yes ☒NoNear ☒Yes ☐NoColor ☒Yes ☐NoDepth ☒Yes ☐No**PERCEPTION:**Spatial ☐Yes ☒NoForm ☒Yes ☐NoFeeling ☒Yes ☐No**WORK ENVIRONMENT**Inside Work ☒Yes ☐NoOutside Work ☐Yes ☒NoHot/Cold ☐Yes ☒NoFumes ☐Yes ☒No**HAZARDS**Machines ☐Yes ☒NoElectrical ☐Yes ☒NoSharp Tools ☐Yes ☒NoSlippery Floor ☐Yes ☒NoCongestion ☒Yes ☐NoHeat/Cold ☐Yes ☒NoDust/Vapor ☒Yes ☐NoTraveling ☐Yes ☒NoWorking Alone ☒Yes ☐NoWorking in a Group ☒Yes ☐NoInteract with Public ☒Yes ☐No**OPERATE:**Equipment ☒Yes ☐NoTelephone ☒Yes ☐NoComputer ☒Yes ☐No**ACCESSIBILITY FACTORS**Doors ☒Yes ☐NoAisles ☒Yes ☐NoTables ☒Yes ☐NoTelephone ☒Yes ☐NoPublic Bathrooms ☒Yes ☐NoDrinking Fountains ☒Yes ☐NoParking ☒Yes ☐No