

TITLE	Specialist - Finance
CLASSIFICATION	Grade 320, Specialist Tier, Regular, Non-exempt
HOURS	Part time (32 hours/week). Evening and weekend hours required on a rotation basis and as needed. Required to adapt to future schedule changes, depending on departmental and library-wide

REQUIREMENTS

Education/Experience

BS/BA degree, to include accounting/bookkeeping coursework. Experience with payroll accounting, taxes and financial software.

Knowledge/Skills

Comfort, familiarity and basic usage skills in new information technologies, to include financial software programs and spreadsheet/database programs. Strong written, verbal, customer service and interpersonal skills. Ability to communicate and function effectively in a team-oriented environment. High ethical standards in dealing with public funds and confidential personnel information. Ability to be bonded and insured.

Working Conditions

Office work performed primarily inside the library facility. Occasionally required to attend meetings and training sessions outside of the library facility.

REPORTS TO **Fiscal Officer**

POSITION(S) SUPERVISED **None**

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as a premier knowledge provider, a family activity center, and Westlake's information and community commons.” This position assists in accomplishing this mission by maintaining accurate, compliant and secure payroll and financial records and reports, ensuring the ethical, legal and accountable utilization of public funds.

ESSENTIAL POSITION DUTIES**% Time****1. Payroll Administration****40%**

- Produces biweekly payroll checks through the assessment of time cards and leave requests. Maintains accurate and up-to-date payroll database by tracking leave accruals, entering new hire data, and processing appropriate changes to pay rates and accruals, ensuring personnel policies and procedures are implemented effectively.
- Produces monthly and year-end tax reports and W-2's in order to properly close out the fiscal year. Runs reports for Fiscal Officer, Director and Department Managers. Issues checks to insurance providers based upon payroll deductions processed.

2. Purchasing Administration**40%**

- Ensures internal controls through the balance and reconciliation of general fund and check/payroll accounts and the management of fixed assets. Issues and maintains staff purchase cards, adjusting balances accordingly. Runs reports for Fiscal Officer and Director as needed.

3. Special Projects**15%**

- Administers special projects associated with the general operation of the library financial services to include the management of records and archives and other projects as required and assigned.

4. Security**5%**

- Provides for the back-up of all payroll and financial data through the appropriate downloading and secure storage of sensitive information.

Communication and Teamwork**Ongoing**

- Serves as a positive member of the Finance team by communicating effectively with coworkers and department managers, by providing excellent customer service to the public and other departments, and by understanding and conveying the library's mission and values.
 - Keeps informed of library activities and policies by attending general staff meetings, participating in regular department meetings, and by participating in training and development opportunities when appropriate and as requested or required. Keeps informed of current trends and issues in Finance through memberships, trade materials, associations, etc.
 - Performs miscellaneous related duties as needed by the library and assigned by the Fiscal Officer.
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PHYSICAL DEMANDS CHECKLIST

PHYSICAL STRENGTH FACTORS:

- Lifting Yes No
- Pushing Yes No
- Pulling Yes No
- Carrying Yes No
- Reaching Yes No
- Gripping Yes No
- Does job require reaching above shoulders?
 Yes No
- Does job require reaching to floor level?
 Yes No

If yes, list maximum weight: 25 lbs

PHYSICAL MOBILITY FACTORS:

- Throwing Yes No
- Sitting Yes No
- Standing Yes No
- Walking Yes No
- Climbing Yes No
- Stooping/Bending Yes No
- Crouching Yes No
- Kneeling Yes No
- Crawling Yes No
- Twisting Yes No
- Balancing Yes No

SENSORY/PERCEPTUAL FACTORS:

- HEARING:**
- Conversation Yes No
 - Sounds Yes No
- VISION:**
- Far Yes No
 - Near Yes No
 - Color Yes No
 - Depth Yes No
- PERCEPTION:**
- Spatial Yes No
 - Form Yes No
 - Feeling Yes No

WORK ENVIRONMENT:

- Inside Work Yes No
- Outside Work Yes No
- Hot/Cold Yes No
- Fumes Yes No
- Traveling Yes No
- Working Alone Yes No
- Working in a Group Yes No
- Interacting with the Public Yes No

HAZARDS:

- Machines Yes No
- Electrical Yes No
- Sharp Tools Yes No
- Slippery floors Yes No
- Congestion Yes No
- Heat/Cold Yes No
- Dust/Vapor Yes No

OPERATE:

- Equipment Yes No
- Telephone Yes No
- Computer Yes No

ACCESSIBILITY FACTORS:

- Doors Yes No
- Aisles Yes No
- Tables Yes No
- Telephones Yes No
- Staff Room Yes No
- Bathrooms Public Yes No
- Drinking Fountain Yes No
- Parking Yes No

