

<b>TITLE</b>	<b>Senior Associate-Finance</b>
<b>CLASSIFICATION</b>	Grade 310, Facilitator/Associate Tier, Regular, Non-exempt
<b>HOURS</b>	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 needs.

## REQUIREMENTS

### *Education/Experience*

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BS/BA degree to include accounting/bookkeeping coursework. Experience in general accounting fields and financial software.

### *Knowledge/Skills*

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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*

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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*

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**Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as 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 accounts payable and receivable records and reports, ensuring the ethical, legal and accountable utilization of public funds.

**ESSENTIAL POSITION DUTIES****% Time****1. Accounts Payable****70%**

- Maintains library material and general accounts payable programs. Enters and verifies invoice data, reconciles invoice to purchase orders, and produces vendor checks. Maintains ongoing vendor relationships relative to inquiries, payment status and outstanding issues. Adjusts Purchase Orders when necessary. Develops and provides financial reports as needed and assigned. Facilitates understanding of accounts payables with library management and staff.

**2. Accounts Receivable****20%**

- Maintains all aspects of the accounts receivable program to include data entry and log/statistics maintenance. Accounts for cash from circulation cash register, public desks, computer printing stations and public copy machines once tabulated by Finance Assistant. Accounts for non-cash items such as library donations and gifts, to include receipt acknowledgment. Accounts for state and local income. Reconciles library receipts with computer generated bank report. Facilitates understanding of accounts receivables with library management and staff.

**3. Administrative Support****10%**

- Assists with Payroll processing, as needed, to include the proofing of time cards against check register and the generating of payroll checks. Designs and develops Crystal Reports as assigned. Assists in special projects as assigned by the Fiscal Officer.

**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.
  - Performs miscellaneous related duties as needed by the library and assigned by the Fiscal Officer.
  - Serves on interdepartmental team as designated.
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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

