



## Finance Assistant III

Department: Administration

Reports to: Chief Financial Officer

Level: 10

Chain of Command: No

FLSA Status: Non-Exempt

Certifications: N/A

### Position Summary

All staff work together to create opportunities for our community to become its best. As a member of the library team, I am essential in providing excellent experiences by being proactive and helpful. Being hospitable and positive, I assist in utilizing library resources by implementing accounting and financial procedures.

### Essential Functions

#### Expertise

- I create and prepare reports based on financial data. This includes, but is not limited to, recording daily and miscellaneous receipts, monthly sales tax reporting, and managing budgets and funds.
- I am responsible for multiple accounting functions at the library, including the process of payable invoices, preparing Accounts Payable checks and attaching vouchers, tracking, recording, and posting online credit card payments and any donations, working with Collection Management staff to reconcile monthly materials budgets, and making any accounting adjustments.
- I assist in the staff payroll by answering staff questions as needed and processing payroll on time. I also record changes and notes within employee records, as well as create and post payroll transactions within the financial software.
- I work with our bank both online and in person.
- I organize and assist with collecting and managing funds from the library's vending machines.
- I am responsible for account management. To accomplish this, I review statements, manage the Vendor Ledger, maintain the Chart of Accounts, and manage purchase orders.
- I verify, process, record, and deposit cash receipts from all locations and create reports to maintain internal financial control standards as a bonded employee.
- I create opportunities for our community and visitors to become their best by demonstrating exceptional experiences in the library.

#### Nonessential Functions

- I frequently communicate with my supervisor and other staff to give input and ideas on how to make the library a better place for our community.

- I recognize that we work as a team and help coworkers in my department and other departments as I can.

### Knowledge and Skills

- Proficiency in using Microsoft Excel and Word programs.
- I am skilled in personal computer use, including Windows, Microsoft Outlook, and the Internet.
- I am detail-oriented and accurate.
- Skilled in using printers, photocopiers, scanners, and adding machines/calculators

### Education/Experience and any pertinent Certifications

- Two years of accounting coursework at an accredited college.
- 2 years or more relevant experience.

### Working Conditions

Unless reasonable accommodation can be made, while performing this job, the staff member shall:

- Use strength to lift items needed to perform the job's functions, usually no less than 25 lbs. and no more than 50 lbs.
- Sit, stand, and walk for required periods.
- Utilize standard vision requirements; vocal communication is required for expressing or exchanging ideas using the spoken word; hearing is required to perceive information at normal, spoken word levels.
- Communicate effectively in English, using proper grammar and vocabulary.
- Use hands, arms, and fingers to handle objects and operate tools, computers, and/or controls.
- Work in normal library working conditions; moderate exposure to office and maintenance chemicals.
- Encounter normal fluctuations in interior conditions, such as noise and temperatures.

### Core Abilities

- I am a vital component in an engaged and thriving community.
- I am understanding and compassionate.
- I am cooperative, a collaborator, a problem solver, and a continuous learner.
- I am approachable and understanding, so I can assist others in accessing materials or services.
- I remain customer-focused when aiding anyone, answering directional or general library questions, or in any other job duty.
- I effectively communicate, verbally and in writing, with patrons and staff, providing clear and helpful information in a friendly and approachable manner.
- I understand the technologies that are necessary to fulfill my job duties to give quick and effortless help to our patrons.
- I help resolve issues and ensure that all have good experience in the library.
- I am an advocate for books and reading, taking the time to talk to patrons when assisting them.
- I represent KHCPL by being honest, ethical, sympathetic, responsible, and staying calm under pressure.

- I keep the library a welcoming place by knowing patron-facing policies such as the Patron Code of Conduct, Crisis Handbook, Circulation, and others.
- I will work with and cooperate with all staff in all departments to keep a friendly and inviting library.
- I stay informed of library news and events by regularly reading and responding to emails, memos, and other library-related documents.
- I remain flexible and accept new or temporary job duties as the need arises and the library evolves.

*This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments, or working conditions associated with this job.*

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