



Finance Assistant

Department: Administration

Reports to: Head of Finance and HR

Chain of Command: No

Certifications: n/a

Level: 6

FLSA Status: Non-Exempt

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 the use of library resources by putting accounting and financial procedures into action.

Essential Functions

Expertise

- I create and prepare reports based on financial data. This includes, but is not limited to, recording daily and miscellaneous receipts, bank statements, monthly sales tax reporting, and budget and fund management.
- I am responsible for multiple accounting functions at the library; including the process of payable invoices; preparing Accounts Payable checks and attach vouchers; track, record, and post online credit card payments and any donations; and making any accounting adjustments.
- I assist in the staff payroll by reconciling timesheets, and any other payroll functions as necessary.
- 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 assist the public desks by preparing the daily cash count and preparing daily deposits when necessary.
- I create opportunities for our community and visitors to become their best by demonstrating exceptional experiences in the library.

Customer Service

- I am approachable and understanding so that I can assist patrons in accessing materials when I am in public areas.
- I remain customer focused when offering assistance to staff and vendors or when answering directional or general library questions.

- I communicate well when answering the phone in order to assist patrons, vendors and staff.
- I understand technologies such as the copier and the fax machine in order to give quick and effortless help to our patrons and staff.
- I help resolve issues with patrons and help assure they have good experiences in the library.
- I am an advocate for books and reading, taking the time to talk to patrons when assisting them.

Professionalism

- I am a vital component in an engaged and thriving community.
- I represent KHCPL by being ethical, sympathetic, and responsible.
- I communicate well, in person and by email or phone.
- I keep the library a welcoming place by knowing and reminding patrons of the Patron Code of Conduct.
- 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 email, memos, and other library related documents.
- I remain flexible and accept new or temporary job duties as the need arises and the library evolves.

Nonessential Functions

- I frequently communicate with my supervisor and other staff to give input and ideas on how to continually make the library a better place for our community.
- I recognize that we work as a team and help coworkers in my own department and in other departments as I am able.

CORE ABILITIES CRITICAL TO ALL STAFF

- I am customer focused.
- I am cooperative and a collaborator.
- I am understanding and compassionate.
- I am a self-starter and have a strong work ethic.
- I am flexible and open to change.
- I am an effective communicator.
- I am a problem solver.
- I am responsible and honest.
- I am ethical, use good judgment, and stay calm under pressure.
- I am a continuous learner.
- I am approachable.

Knowledge and Skills

- Proficiencies in using Microsoft Excel and Word programs.
- 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

Educations/Experience and any pertinent Certifications

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

Working Conditions

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

- Use strength to lift items needed to perform the functions of the job, usually no less than 25 lbs. and no more than 50 lbs.
- Sit, stand and walk for required periods of time
- Utilize standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of 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, computer, 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.

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.

Kokomo-Howard County Public Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. We encourage applications from members of underrepresented minority groups.