

## Library Center of the Ozarks

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### Administrative Assistant

#### Job Description

**Primary Duties:** The Administrative Assistant is responsible for a wide range of accounting, financial reporting, payroll, budgeting, personnel, administrative, and clerical functions.

#### Essential Functions:

- Performs all accounts receivable and payable activities: reviews vendor invoices for accuracy and enters them into financial software for payment and archiving; counts and reconciles money from coin operated equipment; reconciles Point of Sale revenues with Integrated Library System reports; prepares daily deposit; and reconciles all Library debit card statements.
- Organizes and maintains all financial records including bill payment, deposits, and updating QuickBooks.
- Purchases supplies for all departments and monitors expenditures to stay within the approved budget.
- Maintains accurate records of contracts, maintenance agreements, and other important vendor documents.
- Assists the Library Director in preparing the annual budget, including gathering and compiling budget information; estimating the needs and costs for supplies and equipment; researching information needed for purchases; determining areas of potential over or under expenditures; and initiating journal entries.
- Acts as primary time administrator for the Library. Prepares and submits biweekly timesheets for payroll.
- Initiates and processes all electronic personnel actions for Library staff including hiring and onboarding, terminations, status changes, and maintains records for employee insurance packages.
- Collects and maintains records of staff and volunteer background checks.
- Assists the Library Director with projects, building maintenance, meetings, etc.
- Updates various policies and procedure manuals under the direction of the Library Director.
- Prepares records retention schedules, arranges for transmittal of records to be placed in storage and/or destruction, based on [Public Libraries Records Retention Schedule](#)
- Support the Library Director and the Board of Trustees administratively.
- Assists staff with publicity, room reservations, program setup, and other tasks as needed.

- Responsible for creating and executing newsletters, press releases, and other communications with traditional media outlets and social media platforms.
- Volunteer Coordinator – responds to initial requests, works with supervisors for placement, manages orientation, and maintains records.

**Knowledge:**

- Working knowledge of various software, including but not limited to, Microsoft Excel spreadsheets, Outlook, Word, Google programs, and QuickBooks.
- Basic accounting, financial record keeping rules and procedures, and basic budget procedures.
- Knowledge of Library Board of Trustees' and staff's activities and related library policies and procedures.
- Knowledge of and commitment to excellent customer service principles and practices.
- Understands the importance of handling confidential information and materials.

**Skills and Abilities:**

- Strong organizational skills, attention to detail and ability to maintain accurate records.
- Excellent time management skills, ability to prioritize tasks, and meet deadlines.
- Ability to follow complex, multi-step procedures to complete tasks.
- Excellent written and verbal communication skills
- Ability to work independently with minimum level of direct supervision.
- Must be flexible and adaptable to work in an ever-changing environment.

**Education and Experience:**

- High School Diploma or equivalent
- Experience (5 years) in the field of communication and administration

**Physical Demands**

- Performs bending, squatting, kneeling, and reaching from floor level to a height of 6 feet.
- Displays good coordination and mobility.
- Routine lifting and handling of library materials weighing up to 30 pounds.
- Ability to stand for extended periods of time.
- Ability to perform work at a computer terminal for extended periods of time.

**Reporting Structure**

- Reports to Library Director