



Administrative Assistant/ Deputy Fiscal Officer

Supervisor: Chief Fiscal Officer
Executive Director

Position: FLSA Non-Exempt

Pay Band: C

Position Summary

The Administrative Assistant/Deputy Fiscal Officer assists the Executive Director, Chief Fiscal Officer, and Human Resources Manager; prepares and processes payroll for the library system; manages most functions of the administrative office.

Essential Duties & Responsibilities

- Serve as the Deputy Fiscal Officer and performs the duties of the Chief Fiscal Officer in their absence.
- Audit timecards and prepares bi-weekly payroll using approved software.
- Apply correct employee benefits and deductions.
- Prepare accurate and timely federal, state, city, OPERS, OBES, and other payroll reports and makes timely deposits of taxes and withholdings due.
- Maintain inventories and order supplies for the system and coordinates maintenance and repair of office equipment.
- Maintain fixed asset inventory (other than IT equipment).
- Prepare Board minutes and indexes.
- Count the daily copy and fine receipts and make timely deposits of all receipts.
- Sort and route mail daily and deliver outgoing mail to the post office.
- Greet visitors for the administrative office.
- Prepare Executive Director's correspondence, reports, etc.
- Take and relay messages for the administrative office.
- Assist in planning and carrying out library events.
- Assist with circulation duties as needed.
- Maintain good communication with the Executive Director, Chief Fiscal Officer, and Human Resources Manager.
- Perform related duties as required.

Qualifications

- High school diploma.
- Two (2) years relevant work experience including both office methods and payroll processing or; two years of coursework at the secondary level in relevant areas such as accounting, payroll, or office methods; plus one year of relevant work experience
- Proficient in Microsoft computer applications.
- Ability to maintain records and prepare reports in a timely manner.
- Ability to handle confidential information with discretion.
- Ability to be bonded.
- Ability to work independently or with minimum supervision.
- Knowledge of and ability to use and trouble-shoot office machines, including photocopier/printer, fax, postage machine, etc.

- Valid driver's license.
- Must successfully pass a criminal background check.

Supervisory/Management Responsibilities

Responsible for the fiscal office in the absence of the Chief Fiscal Officer.

Interaction

Frequent interaction with library employees, patrons, Board of Trustees, vendors and the community at large.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet, (www.CRCPL.org) UAN software, Postage Meter, Laptop and other library-related software applications.

Travel Requirements

Travel by automobile is required for position management responsibilities and training.

Frequency of travel: Daily

Physical Demands

Ability to regularly lift up to 35 pounds.

Often required to perform tasks at a desk for extended periods of time.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents and operates office equipment.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Work Environment

Majority of the work performed in a general office/library setting.

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Requires attendance at library Board meetings.

Schedule

| Public Service | On Site | Community Outreach | Telecommute Potential |
|-----------------------|----------------|---------------------------|------------------------------|
| 0% | 75% | 0% | 25% |

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.