

Job Description

Business Office Clerk

Name:		Department:	Business Operations
Pay Grade:	F	FLSA Code:	Non-exempt
Reports To:	Head of Business Operations	Typical Schedule:	Weekdays, 9AM - 5PM
Last Updated By:	Donna Dunn	Date:	7/5/2017

Job Summary

Under the supervision of the Head of Business Operations, this position performs a wide variety of administrative and clerical tasks to support the business operations of the library. Activities range from general office services to preparation of accounts payable and payroll check runs. This position also assists with the implementation of employee-related services, policies, and programs.

This position does not have any supervisory responsibilities.

Essential Functions & Responsibilities

Primary

- Payroll
 - Collects, verifies, and processes data for biweekly employee payroll
 - Assists with processing payroll changes, as needed
 - Periodically audits payroll activities to insure accuracy
 - Fully executes biweekly payroll in the absence of the Head of Business Operations
- Human Resources
 - Maintains employee personnel files
 - Keeps employee records up-to-date by processing employee status changes in a timely manner
 - Maintains the database for all employee information
 - Maintains current knowledge of employee health, retirement, and other benefits
 - Assists employees with benefit claim issues or concerns
 - Assists with injury and worker's compensation claims

- Assists with employment verifications
- Orders materials needed for onboarding and employee recognition activities
- Accounts Payable
 - Collects, verifies, and processes data for biweekly check runs
 - Communicates with vendors and department heads concerning invoices and payments
 - Maintains purchase orders and database of W9 forms
 - Fully executes biweekly check runs in the absence of the Head of Business Operations
- Finance
 - Counts and balances daily deposits, and prepares bank deposits
 - Processes petty cash requests, balances petty cash box, and prepares biweekly reports
 - Assists with the annual financial audit
- Board of Trustees
 - Assists with the assembly and distribution of monthly Board meeting packets
 - Maintains Trustee contact information
 - Attends monthly Board meetings and prepares meeting minutes
 - Coordinates Board meeting dinner and refreshments
- General office services
 - Updates employee phone directory
 - Assists with preparing periodic reports and other correspondence, as requested
 - Handles incoming and outgoing mail
 - Maintains postage meter
 - Creates security badges and maintains security list
 - Contributes and assists with the employee newsletter
 - Maintains administrative files
 - Orders and maintains inventory of office supplies and other bulk purchases
 - Schedules meetings and events, as needed
 - Copying, filing, and other administrative tasks, as required
 - Maintains records retention schedule and coordinates records disposal activities
 - Coordinates FOIA requests and ensures those requests are completed in accordance with the law
 - Notary public for library business
- Participates in the Staff Association and/or other committees, as requested
- Attends scheduled meetings and training, as required
- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times

Secondary

- Participates in professional development and continuing education, as appropriate
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

Education Requirements

The minimum level of formal education required to perform this job is checked.

- | | |
|--|---|
| <input type="checkbox"/> Some high school | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> High school diploma or GED | <input type="checkbox"/> Master's Degree/MLIS |
| <input checked="" type="checkbox"/> Associate's Degree | <input type="checkbox"/> Other: |

Training, Skills, Knowledge, and/or Experience

Required

- Minimum of three (3) years of successful administrative experience
- Excellent written and verbal communication skills
- Strong technology skills to include: Microsoft Windows and Office applications, Google Suite applications, Adobe products, HRIS software, computers, and basic office equipment
- Demonstrated ability to handle confidential information and materials
- Skilled in database management and recordkeeping
- Ability to adapt to evolving technology
- Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as part of a team
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred

- Working knowledge of Abila MIP Fund Accounting software
- Understanding of basic HR practices and money management
- Successful employment experience in a public library



Physical Requirements

	Constantly ($\frac{2}{3}$ or more of the time)	Frequently ($\frac{1}{3}$ - $\frac{2}{3}$ of the time)	Occasionally ($\frac{1}{3}$ or less of the time)
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/carrying/moving (up to 50 pounds)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading/analyzing/interpreting data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing/working at a computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.



Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.



Employee Signature

Date

