

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY  
NON-BARGAINING UNIT POSITION**

**POSITION:** Financial Assistant

**REPORTS TO:** Fiscal & Compliance Officer

**POSITION SUMMARY:** This employee reports to and assists the Fiscal & Compliance Officer with duties relating to the financial functions of the Willoughby-Eastlake Public Library.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Assists in purchase order production including inputting information from requisitions and maintaining the purchase order filing system
- Responsible for receipting and depositing funds, including cash deposits from the branches.
- Assists with weekly accounts payable function
- Assists with bi-weekly payroll input and maintenance of payroll records
- Assists in reconciliation of payroll liability account and processing other payroll deductions
- Processes monthly OPERS report and Non-Contributing reports as needed and at year-end
- Balances and maintains credit card transactions account
- Maintains current inventory of physical assets
- Responsible for maintenance of accounting files including annual record retention process
- Maintains fiscal office forms, reports, documents and supplies
- Attends appropriate meetings and workshops as requested
- Performs other duties as deemed appropriate or necessary by the Fiscal Officer

**QUALIFICATIONS:**

- High-School diploma required, associate's degree in business or accounting preferred
- Previous accounting or bookkeeping experience a plus
- Must qualify to be bonded.
- Must have experience with personal computers, Word, Excel and 10-key calculator.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability and willingness to learn government & library accounting requirements
- Ability to follow directions
- Ability to effectively share knowledge with staff and/or public
- Proficiency using personal computers, including WORD, EXCEL and other relevant software
- Excellent communication and interpersonal skills
- Ability to learn and tactfully apply Library policies and procedures

- Demonstrate attention to detail, accuracy and organizational skills

**EQUIPMENT AND EFFORT REQUIRED:**

- Must have a reliable means of transportation to fulfill duties of the job
- Regular & predictable physical attendance preferred
- Ability and manual dexterity to perform repetitive tasks, operate office equipment
- Ability to move items and materials up to 30 pounds in weight
- Prolonged periods of sitting, standing, walking, bending, stooping and/or lifting may be required

I have read this job description and discussed it with my Supervisor.

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Employee's Signature

Date

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Manager's Signature

Date

Financial Assistant

Rev. 10/2023