

Job Title: Assistant Bookkeeper/ Administrative /Library Assistant **FLSA Status:** Non-Exempt

Hours per week: 12-16hrs

Supervisor's Title: Library Director / Assistant Director(s)

Current Incumbent: Open

General Summary: Administrative Assistant/Assistant Bookkeeper

Performs routine work associated with the operations of office administration of the Nesmith Library. This position serves as assistant bookkeeper of the library. This position performs duties requiring adherence to standards of accuracy, timeliness, tact, and confidentiality.

Work is performed in keeping with the objectives, policies and established procedures of the Nesmith Library.

Essential Duties and Responsibilities:

- Purchases office and processing supplies.
- Knowledge of and ability to use Microsoft Office and web browsers such as Explorer, Firefox, Chrome, Safari and/ or equivalent software applications.
- Prepares all financial summary reports with supporting documentation for the yearly audit and manages the audit process.
- Works with FLOW for reimbursements and donations.
- Creates payroll calendars and makes them available to the staff.
- Maintains online folder of press releases after Director reviews/approves them.
- Performs other related duties as required by the Director and/or Asst Director.
- Takes notes at staff meetings to create Minutes for distribution.
- Maintains binders for monthly newsletters, library scrap book and newspaper archives.
- Stays up to date on circulation practices.
- Includes rotations on the circulation desk.
- Maintains high level of customer service.

Provide back up for following duties:

- Maintains purchase orders and creates and maintains accounts for all financial transactions, including both library bank accounts and town manifest accounts.
- Oversees the In-House Petty Cash fund.
- Reconciles monthly Town Reports to QuickBooks.

Nesmith Library
8 Fellows Road
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www.nesmithlibrary.org

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- Reconciles the fine drawer and makes bank deposits.
- Prepares purchase orders for materials.
- Reconciles monthly bank statements and corresponds with bank representatives.
- Prepares all biweekly financial documentation for payment through the town manifest and weekly bills paid directly by the Library.
- Prepares EOM financial report for monthly Board of Trustee meetings.

. Required Knowledge, Skills, and Abilities:

- Knowledge of Nesmith Library policies, practices, goals and objectives.
- This position requires full knowledge of standard bookkeeping and accounting functions. Must be computer literate and have working knowledge of general accounting software.
- Experience with QuickBooks Online a plus.
- Must have attention to detail, maintain confidentiality, and be capable of working independently.
- Must have the ability to establish and maintain effective working relationships with other employees.
- This position requires skills in the use of computers, office equipment, telephone, fax, copy machines, and calculator.
- Must have the ability to create spreadsheets, perform word processing and manage databases.
- This position requires ability to work well with supervisors, staff and trustees; complete tasks; pay attention to accuracy; work with interruptions; maintain confidentiality; prepare reports; maintain effective working relationships with fellow employees, other agencies, and the public; communicate clearly and effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with associates, and the general public.
- Ability to deal pleasantly, tactfully and efficiently with people of all ages and temperaments.
- Ability to work efficiently and calmly during busy periods and with frequent interruptions.
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously.
- Ability to follow oral and written instructions.

Education and Experience:

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Bachelor's degree.

Previous library work experience preferred.

Other combinations of education and work experience may be considered.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:			X	
Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing:		X		
Coordinated movement of fingers and hands: Must be able to write, type, and use phone system.				X

Working Conditions:

- Position requires ability to work with computers and financial software as used by the library, and the ability to work with other office machinery.
- Normal, indoor working conditions, with adequate work space, temperatures, ventilation and lighting.
- Normal office exposure to noise, stress and disruptions

Required Signature:

(Sylvie Brikiatis, Library Director)

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Last Modified: Thursday, 08/08/2025

Job Description Approved by N.L. Personnel Committee _____

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