

**James V. Brown Library
Position Description**

Job Title: Business Office Assistant	Department: Business Office
Classification: Assistant II	Reports To: CFO/COO
FLSA Status: Non-Exempt	Date Approved: 5/2022

This position description is unique to your job title. There are requirements of being an employee of the James V Brown Library that apply to every staff member. You are expected to treat everyone, be it co-workers or patrons, with respect. You are always a representative of the Library and as such be an advocate of the Library. The Library will continue to change, grow, and evolve; be onboard. Be a good communicator and share ideas and concerns with your supervisor, coworkers and staff. Always look for solutions.

This position description is not meant to be all-inclusive. There may be other duties assigned that fit within the overall responsibilities of each individual's job.

Summary: Under direct supervision of the Chief Financial Officer, the Business Office Assistant performs various accounting tasks according to standard operating procedures. These tasks may include processing invoices; cash receipts, transaction posting, bank deposits, statement reconciliation and completing related documentation and reporting functions. Develops the basic knowledge of all aspects of the Business Office needed to fill in wherever necessary.

Supervises: N/A

Committee Responsibilities: N/A

Essential Duties and Responsibilities: The following list is representative of the typical duties and responsibilities performed. The employee's actual duties and responsibilities may vary slightly depending on department needs and individual assignments.

1. Reconciles cash reports using point of sale system.
2. Prepares and records weekly cash bank deposits and daily credit card deposits.
3. Provides the help desk with weekly startup cash.
4. Recommends procedures to streamline and/or automate business office functions.
5. Reconciles all bank accounts monthly in accounting software.
6. Process all purchase orders and bills.
7. Codes accounts payable by line item and enters the invoices into accounting software.
8. Handles discrepancies with vendors to ensure prompt, correct payment of invoices.
9. Performs all aspects of check runs: select invoices due for payment; print checks; print check register; record check number and date on paid invoices.
10. Maintains accounts payable files.

11. Assists in handling questions and problems concerning financial activities performed in the Business Office.
12. Assists in providing information requested by external auditors.
13. Record monthly Merrill Lynch transactions in accounting software.
14. Record quarterly Wright and Kane Trust transactions in accounting software.
15. Prepare monthly budget reports for staff.
16. Other duties as assigned.

Education: This position requires an Associate degree in accounting or business or the equivalent work experience.

Experience and Qualifications: Thorough knowledge of accounts payable/receivable and basic knowledge of general office procedures and an attention to detail are required. PC skills and the aptitude to learn and use financial and office software are necessary. The position also requires excellent customer service and communication skills, the ability to understand and utilize the automated accounting system and independent judgment to assist staff on employee benefits issues and the ability to deal with personnel and financial matters in a confidential and professional manner.

Working Conditions and Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties and responsibilities of this position, the employee is regularly required to speak and hear at a conversational level, use hands to handle objects, stand or sit for long periods of time, lift and/or move up to 10 pounds, reach, stoop, kneel or crouch. The employee is frequently required to lift up to 50 pounds.