

**ADMINISTRATIVE ASSISTANT  
JOB DESCRIPTION**

**BASIC FUNCTION:** The Administrative Assistant provides administrative support to ensure efficient and effective operation of the Somerset County Federated Library System, Inc. and the Somerset County Library. The Administrative Assistant is responsible for bookkeeping, recordkeeping, and ordering and performs a variety of tasks related to organization, communication, fundraising, grant writing, reporting, compliance, and human resource functions.

**ESSENTIAL JOB DUTIES:**

- Maintains financial records using QuickBooks
- Develops and maintains an orderly filing system
- Collects and files timesheets and sign-in logs, reviews hours, prepares bi-weekly payroll, and handles payment of payroll and unemployment compensation taxes through the EFTPS/Etides system/Captax
- Forwards or pays supplier invoices in a timely manner per organizational procedure
- Orders office supplies, equipment, and library materials as authorized by management
- Monitors office supply levels and reorders as necessary
- Maintains records of property and equipment
- Collects sales taxes from customers and remits them to the government
- Records cash receipts, manages petty cash, prepares bank deposit slips, and makes bank deposits
- Reconciles expense reports
- Conducts monthly reconciliation of bank accounts and credit card invoices and periodic reconciliations of all accounts to ensure their accuracy
- Provides management with financial reports
- Monitors variances from the budget and reports significant issues to management
- Assembles information for external auditors for the annual audit
- Assists with submission and record retention of e-Rate forms and documentation.
- Complies with local, state, and federal government requirements
- Organizes and manages retention, protection, retrieval, transfer, and disposal of business records
- Maintains records of cash/check donations and donors
- Maintains personnel records and records of required certifications, background checks, and continuing education credits for employees and volunteers. Alerts management and staff to upcoming deadlines and required actions.
- Maintains records of equipment inspection and maintenance schedules and alerts management and staff to upcoming deadlines and required actions.
- Produces and distributes memos, letters, faxes, forms, flyers, brochures, and receipts.
- Schedules meetings and appointments and prepares or reproduces meeting documents as needed
- Assists in the preparation of regularly scheduled reports and other documents. Proofreads others' copy for spelling, grammar and layout, making appropriate changes.
- Maintains awareness of local current events, opportunities, and community needs and trends by monitoring local newspapers and media. Alerts management to findings that may impact Library services.
- Contributes to team efforts and organizational success by performing other duties as needed

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies.

Attendance/Punctuality: Demonstrates reliability by regularly arriving to work, meetings, and appointments on time and by taking breaks in expected time frames. Adjusts schedule and remains flexible to meet changing work needs and demands according to the weather/school schedules.

Customer Service: Strives to maintain positive internal and external customer service relationships. Represents the library professionally when dealing with trustees, staff, managers, vendors, contractors, colleagues and members of the public. Communicates effectively and shares information and resources appropriately. Deals effectively with difficult or emotional situations.

Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position. Exhibits objectivity and openness to others' views. Promotes a harassment-free environment. Any type of harassment charges are subject to immediate dismissal of the employee.

Initiative/Innovation: Seeks increased responsibilities. Asks for and offers help when needed. Meets challenges with resourcefulness. Presents ideas and information in a manner that others understand.

Organizational Support/Ethics: Contributes to the improvement and success of the Library system. Supports and contributes to Library goals, objectives and mission statement. Maintains a high degree of ethics, integrity and confidentiality. Meets all requirements of Library rules.

Planning/Organizing: Demonstrates ability to plan and organize work effectively and ensure its completion. Demonstrates ability to set goals and priorities to ensure accurate, thorough and timely completion of performance standards. Looks for ways to improve and promote quality; applies feedback to improve performance.

Professional Development: Stays informed of current trends, issues and practices in public library services. Demonstrates motivation and commitment to improve work related knowledge skills and abilities. Demonstrates initiative, and strives to continually improve processes and relationships. Participates in training and mentoring opportunities. Shares expertise with others.

Safety and Security: Observes safety and security procedures. Determines appropriate action beyond guidelines. Reports potentially unsafe conditions. Uses equipment and materials properly.

Teamwork: Demonstrates team behavior and willingness to promote a team oriented environment. Exhibits cooperative attitude while working on all job tasks and willingly assists others.

**QUALIFICATIONS:**

Communication Skills: Ability to read, analyze, and interpret documents such as policies, procedure manuals, and government forms. Ability to write routine reports and correspondence. Ability to speak effectively when addressing others and apply active listening skills. Ability to communicate effectively when dealing with management, trustees, staff and members of the community. Ability to deal effectively with confrontational individuals and/or challenging situations.

Education and Experience: High school diploma or general education degree (GED), knowledge of bookkeeping, and three to six months' related experience and/or training; or equivalent combination of education and experience required. Associate's degree in accounting or business administration, or equivalent business experience preferred, as well as knowledge of generally accepted accounting principles. Preference will be given to candidates with a working knowledge of the QuickBooks accounting software package. Library experience a plus. Valid PA driver's license, acceptable vehicle record.

Equipment, Tools and Materials: Ability to use computer equipment, standard office equipment, hand held tools.

Physical Requirements: Ability to carry, grasp, reach, stoop, turn, and use keyboard. Ability to intermittently pull and push book trucks or hand trucks weighing up to 250 pounds. Ability to lift bagged materials weighing 10-15 pounds, sit, stand, walk, and drive. Specific vision abilities required by the job include close vision, distance vision for driving, and the ability to distinguish colors. Ability to speak and hear required.

Technical Skills: Ability to use computers, e-mail, office productivity software, and the Internet. Ability to use the integrated library system and databases. Ability to operate in a network environment. General knowledge of PC equipment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Clearances Required: PA Criminal Record Check, PA Child Abuse History Clearance, and FBI Fingerprint Criminal Record Check required upon offer of employment.

EMPLOYEE NAME (printed): \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_