

**Office Assistant/Accounting Coordinator**

**Job Summary**

The Office Assistant/Accounting Coordinator will be responsible for maintaining a filing system for accounting records, in order to assist in the timely process of payments. The Office Assistant/Accounting Coordinator will also prepare and produce reports, perform general clerical work, and other duties as assigned by the Director and Executive Assistant.

**Essential Duties/Responsibilities May Include:**

▪ Delivers monetary deposits to financial institutions.

▪ Assists in handling of incoming and outgoing mail, including UPS, FedEx, Amazon, etc.

▪ Assist with room reservations.

▪ Producing proper documentation for auditors.

▪ Acts as liaison with accounting firm.

▪Records and reconcile gift fund donations.

▪ Handles the proper steps of recording gifts and memorials for the Library.

▪ Determine and record completion of gift/memorial requests within each fiscal year.

▪ Maintains appropriate records of donors.

▪ Prepare reports, correspondence, and appropriate documentation at the request of the Director and

 Supervisor.

▪ Assist with organizational events, including the Friends Gala.

▪ Create monthly deposit summaries for all charge slips.

▪ Files appropriate correspondence and reports.

▪ Handles account receivables and submits statements and documentation for timely payment.

▪ Performs other duties as assigned.

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

 **Minimum Qualifications:**

▪ High school diploma or equivalent.

▪ At least one year of related experience required.

▪ Knowledge of accounting principles, and terminology preferred.

**Required Skills and Knowledge:**

▪ Knowledge of electronic communication tools.

▪ Tactfulness and adaptability in dealing with other professional colleagues, the Board, staff and the.

 public.

▪ Excellent verbal and written communication skills.

▪ Excellent organizational skills and attention to detail.

▪ Excellent interpersonal and customer service skills.

▪ Excellent time management skills with a proven ability to meet deadlines.

▪ Proficient with Microsoft Office Suite or related software.

Please include your cover letter, resume, and application. Application available at: <http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf>

 Deadline for application packet is May 17, 2021 to:

Crystal Peterson

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Farmington Community Library

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