

Position: Finance and Administrative Assistant

Hours: Full-Time, Monday – Friday regular office hours

Location: MADL Administration Offices – 4845 Airline Rd., Suite 5, Muskegon, MI 49444

Pay Range: \$20.34 - \$24.95

Posting Date: November 30, 2023

Closing Date: December 22, 2023

JOB SUMMARY

The Finance and Administrative Assistant reports primarily to the Finance Director, while supporting other management positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processes, enters, and receipts bills, statements, cash, checks or other documents into QuickBooks or assigned program.
- Maintains databases for MADL including financial, donors, program participants, incident reports, Friends groups, Advisory Boards, and governmental units.
- Creates and modifies a variety of documents including correspondence, meeting agendas, meeting minutes, and letters and memorandums as requested.
- Prepares and updates reports of a statistical nature involving system-wide compilation of statistics presented creatively using appropriate charting and graphing tools.
- Prepares and edits fillable forms and manuals.
- Supports Finance Director in assigned project-based work. May assist with account reconciliations and audit preparation.
- Learns payroll software to assist with reporting, auditing, and processing of regular and special payroll runs.
- Prepares Board of Trustees meetings, schedules, meeting minutes, and other communications.
- May attend meetings; record and prepare meeting minutes as necessary.
- Coordinates meeting and conference room schedules, planning for general space and equipment needs.
- Assists with all aspects of the Finance Department including banking, investments, RFPs, payables, receivables, budget, and general accounting.
- Performs general clerical duties, including answering phones, greeting public, photocopying, scanning, faxing, mailing, filing, and maintaining a hardcopy and electronic filing system.
- Orders, maintains, and distributes supplies to administration offices and library branches.
- Communicates with vendors, patrons, municipal staff, and colleagues.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Associate degree in Accounting strongly preferred.
- Two (2) to four (4) years of office or clerical experience required.
- Experience with QuickBooks software preferred.

- Strong knowledge of Microsoft Suite (Word, Excel, Outlook, Teams) required.
- Ability to perform work under general supervision with latitude for independent judgment and action while maintaining confidentiality.
- High level of interpersonal and communications skills necessary to interact with various levels of community members, library patrons, personnel, and Board members. The incumbent is also required to communicate effectively in both oral and written forms.
- Organizational skills necessary to perform varying tasks with frequent interruptions.
- Ability to operate a variety of office equipment including but not limited to computers, copy machines, fax machines and multi-line telephones.
- Ability to work under pressure to ensure proper execution of the job with utmost quality.
- Provides superior customer service.
- Maintains regular and punctual attendance and works varying schedules as needed.
- Ability to establish and maintain effective working relationships with co-workers and the public.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee will frequently sit, stand, and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move up to fifty (50) pounds such as boxes of books and equipment. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet and work is performed indoors. However, there may be events or programs that take place outside of the administrative office location with a moderate amount of activity or noise level.

SPECIAL REQUIREMENTS

Possession of a valid Michigan driver's license and must have insured vehicle for use on Library business when hired.

*The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.