

**BOONE AREA LIBRARY**  
**OFFICE COORDINATOR**

Job Description

**POSITION DETAILS:** The Office Coordinator is responsible for organizing and coordinating office administration and procedures to ensure organizational effectiveness and efficiency. This position also oversees the preparation and processing of payroll and accounts payable as well as processing invoices and receipts, monitoring expenditures and working closely with the Library Director on the annual budget.

**REPORTS TO:** Library Director

**SALARY:** Starting pay at \$14.00/hour

**EXPECTED HOURS:** 10 hours per week

**JOB REQUIREMENTS:**

- Associate or Bachelor's degree; or one to three years library or office experience
- Experience with QuickBooks required
- FBI Criminal Background Check, PA Criminal Background Check, PA Child Abuse Clearance required
- Knowledge of bookkeeping, generally accepted accounting principles, and human resources compliance standards preferred

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Responsible for accurate and timely recording of all financial transactions, timely payment of invoices, and reconciliation of all bank accounts
2. Prepares and submits weekly payroll for library staff in a timely manner
3. Works collaboratively with the Board of Trustees Treasurer to prepare monthly financial reports for the Board of Trustees meetings
4. Transfers funds between bank accounts as needed to maintain acceptable balances
5. Reconciles all bank accounts monthly
6. Provides information for insurance audits, sales tax exemption renewal filings, and other requests throughout the year
7. Maintains an orderly cloud based and paper filing system
8. Serves as the point person for administrative duties, including establishing and maintaining relationships with vendors, coordination of office equipment maintenance, mail sorting, and inventory and ordering of supplies
9. Provides administrative support for library operational duties, including scheduling Community Room reservations
10. Willing to attend scheduled staff meetings and contributes to work-related discussions
11. Willing to work hours beyond those regularly scheduled including evenings and weekends
12. Performs other duties as assigned or required

**SKILLS:**

- Excellent oral and written communication skills
- Ability to exercise sound judgment, tact, and confidentiality

- Exceptional organizational, interpersonal, and decision-making skills
- Competency in using computers, office applications, and library-related software
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines