

Qualifications

Education and Experience

- Minimum of high school diploma.
- 3 years equivalent work experience, including experience in the use of QuickBooks and general bookkeeping.
- Any combination of education, training and experience which provides the required knowledge and abilities.

Skills

- Ability to organize work for efficient use of time.
- Ability to keep records accurately.
- Ability to understand and interpret library policies, procedures, and rules.
- Ability to deal with associates and the public in a courteous manner.
- Ability to learn use of computers; basic knowledge of technology.

Physical, Mental and Environmental Requirements

Position requires light work with the ability to lift up to 20 pounds. Climbing, pulling, kneeling, stooping, crouching, standing, reaching, hearing, pushing, walking, balancing, lifting, talking, typing, and repetitive motion is required on a regular basis. Visual and aural perception must be sufficient to operate a variety of office equipment and to communicate effectively with members of the staff and public. Must be functionally literate in written and spoken English and be able to follow written and oral instructions. Position requires exposure to inside environmental conditions.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.