

**Position: Office Manager, Part-time
Phoenixville Public Library**

Position Type: Part-time/Non-Exempt

Salary Information: \$15-\$17/hr. based on experience

Hours: 20/week, 9am-1pm Monday through Friday, occasional night hours as needed

Deadline: Applications will be accepted until position is filled. Original posting date: July 26, 2022

Submit Cover letters and resumes to Lara Lorenzi, Executive Director

Mail: 183 Second Ave, Phoenixville, PA 19460, e-mail: llorenzi@ccls.org or Fax: 610-933-4338

The Phoenixville Public Library is a non-profit organization with the mission of providing access to educational, cultural, and recreational resources for the community it serves. The library is currently seeks an Office Manager who will work closely with the Executive Director and the Development Director. This position is responsible for performing administrative financial duties and administrative support, as well as supporting the functions of the Library's office. The candidate must be highly organized, flexible, and highly motivated.

Essential Duties

- Organize & maintain all office operations and procedures such as automated bookkeeping (QuickBooks)
- Supports the administrative work of the Library including maintaining and ordering supplies, vendor relationships as it pertains to the office and office equipment, sorting mail, recording gifts in donor database and sending donation acknowledgements
- Perform all accounts payable and accounts receivable functions, including vendor and customer records
- Prepare bi-monthly payroll check reimbursements and submit all required federal, state and local payroll taxes (including w-2's) as directed by the School District & Treasurer
- Provide Executive Director & Treasurer with financial statements for monthly Library Board meeting and assist the Executive Director with coordination of all materials & mailings for Board Meetings
- Reconcile all bank statements & provide monthly check detail report
- Maintain & reconcile petty cash & cash advance accounts and receipts
- Review daily income received from Library Circulation operations, copy machine, development & passports; Liaise with Circulation Manager regarding cash register receipts; prepare bank deposits weekly
- Assist the Executive Director and Treasurer with the annual budget preparation by providing appropriate chart of account breakdowns
- Assist Director of Development & Executive Director with financial records as needed for grant applications
- Maintain accurate accounting for all fundraising efforts
- Process & document financial transactions & prepare reports of the Library Foundation as directed by Executive Director & Treasurer
- Provide information as needed for annual audit

Knowledge/Skills/Abilities

- Ability to keep accurate records & prepare reports by established deadlines
- Excellent oral & written communication and interpersonal skills;

- Strong organizational skills, ability to work independently or as part of a team
- Ability to handle confidential and sensitive information in a professional manner
- Dependable and able to prioritize and meet deadlines
- Proficient in MS Office Suite including but not limited to Excel, Word, Outlook
- Proficient in QuickBooks and its reporting components
- Internet and Web searching skills
- Working knowledge of donor management software

Requirements:

- Pennsylvania State Police Request for Criminal Records Check
- Department of Public Welfare Child Abuse History Clearance
- Federal Criminal History Record Information

Ability to handle, lift and move library materials up to 25 pounds, to operate a keyboard and a variety of computer programs, office machines and cash register; to push book carts weighing up to 125 pounds, and to stand several hours, sit, walk, stoop, kneel, crouch or squat, climb stairs, use step stools or ladders, work with arms above shoulder height and twist or rotate at the waist, and reach within confined areas. Close vision is required in order to read small print and a computer monitor.