



## Niles Public Library District

### Job Description

Job Title: Coordinator—Business Office  
Department: Administration  
Reports To: Business Manager  
Classification: Grade 4  
Status: Non-exempt

#### **JOB SUMMARY**

Under the direction and supervision of the Business Manager, the Business Office Coordinator is responsible for accounts payable, payroll, human resources and cash transactions. The accounts payable function necessitates generating approved checks with proper ledger coding. Payroll requires timely and accurate data being relayed to the payroll vendor. Human resource responsibilities include new employee orientation, obtaining and filing of required paperwork, and explanation/enrollment of benefit packages. Both payroll and human resources functions require a strict degree of confidentiality. Cash activities consist of gathering, recording and depositing cash inflows into the library.

#### **DUTIES AND RESPONSIBILITIES**

##### **A. Essential Functions**

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. Gives significant attention to accuracy and detail.
7. Confirms accuracy of accounts payable invoices, assigns proper ledger accounts, processes checks for payment in a timely manner.
8. Prepares monthly accounts payable reports.
9. Conducts orientation for new employees regarding Library policies and procedures.
10. Completes, processes, and files new employee tax and insurance forms.
11. Serves as employee confidant with personal and confidential matters.
12. Codes weekly timesheets and enters into payroll system, processes payroll in a timely manner.
13. Records daily attendance sheets in payroll system, keeps employee spreadsheets updated with regard to vacation, personal hours, sick time, and insurance products.
14. Completes annual Flexible Benefits crossover form distribution, collects and delivers to Flexible Benefits provider.
15. Collects, records, and deposits cash transactions for the Library.
16. Assists in financial reporting for the Library.
17. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

**B. Secondary Functions**

1. Maintains strict confidentiality of human resource records.
2. Maintains the high degree of financial integrity required when working with cash.
3. Performs other duties as assigned by the Business Manager.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to represent the Library in a professional manner.
8. Knowledge of accounting principles in a tax-supported organization.
9. Understanding of payroll procedures utilizing ADP.
10. Knowledge of administration of employee benefits.

**PHYSICAL DEMANDS**

1. Ability to confidentially and accurately perform office-related functions including extended concentration on a computer and typing capability. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

**EDUCATION, EXPERIENCE, AND TRAINING**

1. Bachelor's Degree in accounting or related field.
2. Previous bookkeeping experience in an office environment desirable, preferably in a public, tax-supported agency.
2. Knowledge of human resource functions and legislation.
3. Understanding of insurance products.
4. Any combination of education, experience, or training that satisfies the requirements of the position.

**ADDITIONAL REQUIREMENTS**

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.

