**Full time. 40 hours per week. Beginning hourly rate: $11.7649.** **Library Associate I**

**Main Branch. Business Office.** **Date posted: 6/18/21**

**ANSWERS TO: Business Office Manager**

**NATURE OF WORK:**

 **Under general supervision** account for funds expended and received by library

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop revenue and report

 Process invoices and requisitions

 Order program materials and supplies as requested by library departments and branches

 Key in invoices

 Prepare money for deposit

 Verify employee related expenses and time records

 **Maintain records of library inventory**

 Other duties as assigned by Business Manager

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

General business knowledge

 Business and telephone etiquette

 Ability to search for minute detail

 Computer skills

 Ability to communicate effectively

 Ability to work effectively with co-workers and staff

 Operate basic office equipment and scanning devices

 Ability to maintain confidentiality of department records

**PHYSICAL REQUIREMENTS**

Work is performed in office environment and requires sitting, standing, stooping,

 walking and lifting of objects weighing less than 25 lbs.; may require lifting

 objects in excess of 25 lbs. occasionally.

 Common abilities such as mobility and dexterity

**REQUIRED QUALIFICATIONS:**

BS/BA in business or related field **OR**

2 years (60 hrs) college with 2 years of business related experience **OR**

High school diploma +min of 6 yrs of business related exp

**The above statements are intended to describe the general nature and level of work for this**

**position and are not presented as an exhaustive list of all job duties of the position.**

**The Ouachita Parish Public Library is an equal opportunity and an At-Will employer.**

**A criminal background check and a drug screening are part of the pre-hire process.**

**FLSA STATUS: NON-EXEMPT**

**7/1/13; Updated 10/27/17**