

# CIDL

CLARKSTON INDEPENDENCE  
DISTRICT LIBRARY

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6495 Clarkston Road  
Clarkston, MI 48346

## Part-time Administrative Assistant – Accounts Payable and Receivable

The Clarkston Independence District Library seeks an enthusiastic, organized individual to join a positive, team-oriented work environment in our Administration department.

**Wage:** \$19.00-\$26.00 per hour depending on qualifications and experience

**Hours:** 16-27.5 hours per week, may include some evening hours  
Tuesday, Thursday, every other Friday

### Duties and Responsibilities include, but are not limited to:

- Perform administrative/clerical work in support of library operations in accordance with auditor-approved segregation of duties document

#### Primary tasks - Accounts Payable:

- Reconcile daily cash receipts
- Prepare biweekly bank deposits
- Process vendor invoices
- Open mail & document incoming checks
- Work closely with Library Accountant to maintain accurate budget records

#### Other tasks:

- Cross-train on the primary responsibilities of the Part-time Administrative Assistant – Finance & Records
- Process memorials – prepare and send letters, track donation amounts
- Assist in maintaining procedural manuals
- Attend meetings and training seminars as required

### Qualifications:

- Must have at least a two-year degree in business administration, accounting, or finance or the equivalent work experience
- Strong computer skills with experience in Microsoft Office (Word and Excel) and QuickBooks Desktop 2024
- Notary, or willingness to become a Notary (Library will pay for registration, bond & supplies)
- Strong organizational skills and attention to detail
- Ability to maintain discretion of confidential employment records
- Ability to work independently and as part of a team
- Desire and ability to provide excellent customer service

**Reports to:** Library Director

### Submit cover letter, resume, and contact information for three references to:

Julie Meredith, Library Director  
juliem@cidlibrary.org

**Deadline for applications:** Monday, November 3, 2024 at 5:00pm