

Position Description

Lac La Biche County Library Board



Job Title: Financial Assistant

Date: June 21, 2021

Revision: January 7, 2021

A. Position Summary

Under the general supervision of the Library Director this position is responsible for, maintenance of financial records, and other general duties.

B. Key Responsibilities

Key responsibilities are intended to reflect key areas of assignment but may not reflect all tasks that may be required in performance of these functions.

1. Performs Financial and Personnel Records Management

- Maintains bank reconciliation records as required.
- Maintains bi-weekly document for library personnel hours worked.
- Maintains LAPP, benefits, and government deductions for library personnel as applicable.
- Maintains all financial records including but not limited to; payroll, payables, receivables, cash receipts, general ledger, month ends and year ends utilizing selected software.
- Maintains bank account records.
- Assists in completion of all financial reporting for government agency and audit purposes.

2. Performs Administrative Support and General Office Administration Functions

- Utilizing software applications prepares and edits organizational documentation per standards and procedures.
- Maintains records and statistical reports as required.
- Prepares policies, procedures, bylaws and other organizational documents in a standardized format and files of same.
- Maintains electronic file system in an organized fashion

C. Supervision

Direct: None

D. Qualifications

Education: Post-Secondary Education in Business Administration

Experience: Two Years Office Administration Experience

License(s)/Certificate(s)/Professional Membership(s): None

Knowledge, Skills, Abilities, and Competencies

- Attention to detail and accuracy.
- Ability to meet and handle deadlines effectively.
- Ability to work independently and prioritize tasks effectively.
- Ability to use good judgment and problem-solving skills.
- Demonstrated effective team membership skills, including problem solving, conflict resolution and fostering a positive work environment.
- Effective communication skills, including verbal, written and presentation skills.
- Effective office management skills and practices.
- Demonstrated ability to effectively utilize a wide variety of software applications.

Physical Effort/Strength Required

- Intermittent use of computer throughout each day, able to take breaks.

E. Privacy and Security

Demonstrates awareness of and adherence to all policies, maintaining confidentiality and respecting privacy at all times.

F. Authorization

**Library
Director**

Date:

Incumbent:

Date:

(I have received a copy of this Position Description)
