Position Opening

Title: Acquisitions Assistant

Posted: September 22, 2020

**Job Responsibilities:** Reporting to Fiscal Officer, the Acquisitions Assistant performs bookkeeping functions for the library, provides clerical support to the Fiscal Officer, is the purchasing clerk for the library (to include materials and supplies), and performs other duties as assigned.

**Qualifications:** High school diploma or equivalent with coursework in accounting and computer applications, or an equivalent combination of education, training, and experience. Familiarity with spreadsheet and accounting software is preferred. Experience in purchasing preferred.

**Working Conditions:** Part-time, up to 20 hours per week. The Acquisitions Assistant schedule is primarily mornings with flex time options available upon successful initial evaluation period. Hourly rate begins at $11.75 per hour.

**Primary Responsibilities:**

**Bookkeeping Assistance**
- Prepares and enters purchase orders, receipts, and invoices using accounting software
- Enters and updates vendor information using accounting software
- Compiles and prepares financial reports, bank statements, monthly check reports, etc. in absence of Fiscal Officer
- Files purchase orders and invoices
- Processes daily cash count from fines, gift money, and fees and writes necessary receipts
- Prepares daily deposit and performs banking duties in absence of Fiscal Officer

**Clerical Assistance**
- Prepares and proofreads correspondence and reports
- Assists in maintaining financial files, including but not limited to, payments/invoices, purchase orders, etc.
- Prepares Board minutes and agenda in the absence of Fiscal Officer
- Performs data entry assignments as assigned
- Compiles information for the Director and Fiscal Officer as assigned

**Acquisitions/Receiving**
- Serves as liaison between the library and vendors
- Prepares requisitions for purchase
- Orders library materials in all formats
- Unpacks materials and verifies that invoices match packing slips and materials received
- Processes credits, discounts, and backorders, ensuring that errors are corrected and applicable discounts apply
- Maintains status of outstanding materials, standing orders, etc.
- Returns merchandise as necessary

**Application Procedure:** Applications are available on the website at https://loudonvillelibrary.org/ or at the circulation desk. Submit a resume with cover letter and application by email at applications@loudonvillelibrary.org or by mail to 122 E Main Street, Loudonville, OH 44842. Drop-off applications are also accepted.

**Deadline:** Applications will be accepted until the position is filled. Applications will be kept on file for six (6) months. Loudonville Public Library is an Equal Opportunity Employer.