



## **Accounting and Administrative Assistant Part time, 19 hours per week**

The Moultrie-Colquitt County Library System is seeking an **Accounting and Administrative Assistant** responsible for the daily operation of the business office, assisting with budget and financial planning and reporting, administrative duties, Board secretary duties, and personnel duties including HR assistance and benefits administration.

Job duties include but are not limited to:

- Assist Library Director with budget and financial planning and reporting
- Code invoices to correct accounts, process and mail checks
- Create and maintain business office files
- Reconcile bank statements
- Write bank deposits and take to bank, other errands as needed (accountants office, etc.)
- Make change for cash drawer, collect and count copier money
- Maintain cash journal, check register, and purchase orders
- Maintain employee timesheets and vacation/sick time, and process payroll
- Handle open enrollment for employee benefits
- Run employee benefit reports and pay bills monthly
- Maintain personnel files, create emails and passwords, staff lists, etc.
- Board Secretary duties: attend Board meetings, take and type minutes, notify members of meetings, prepare board agenda packets, prepare meeting room and refreshments, handle board correspondence, maintain board member lists and board files, etc.
- Draft correspondence, reports, and other duties as assigned by Library Director

Qualifications:

- Accounting experience required, governmental accounting experience is a plus
- Experienced and proficient with Word & Excel (Quickbooks would be a plus)
- Must have a driver's license and dependable vehicle

Benefits:

- 5 sick and vacation days per year, and paid holidays
- Pay commensurate with education and experience

**Email resume, cover letter and professional references to Holly Phillips at [hbp@mccls.org](mailto:hbp@mccls.org)**