



NOTICE OF JOB VACANCY

POSTING NUMBER: #21-02

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An opportunity currently exists in the Administration Department for a part-time position of Office Assistant. Applicants who meet the requirements below may apply.

Title: Office Assistant (Part-Time)

Issue Date: December 9, 2021

Compensation: Starting hourly rate is \$18.00/hr

Location: Westfield Memorial Library, Administration Department

JOB DESCRIPTION:

The Westfield Memorial Library is seeking an energetic, responsive, and detail-oriented individual to join the Administration Department. The successful applicant should have a demonstrated capacity to deal effectively and courteously with all library employees.

Under the general supervision of the Office Manager, the Office Assistant prepares money boxes and processes money receipts; prepares and distributes timesheets; prepares materials for purchase orders for bills and claims; sorts purchase orders for closing. Records and types minutes at Board of Trustee meeting. Assists with additional clerical duties, as required.

RESPONSIBILITIES:

- Counts and documents monies received for various library fees.
- Prepares and brings bank deposits to the bank.
- Calculates monthly total of various fees.
- Coordinates weekday and Sunday timesheets.
- Sorts purchase order numbers of bills and claims for closeout purchase orders.

- Attends and records minutes of public sessions at regular and special Board of Trustees meetings.
- Copies and sorts reports and other documents for Board of Trustees meetings.
- Requests and keeps a record of business certificates and W-9 forms from vendor companies.
- Maintains files.
- Assists with office assignments and performs other duties as instructed.

KNOWLEDGE AND ABILITIES:

- Strong computer experience, including knowledge of Microsoft Office 365, and other relevant online platforms.
- Ability to take shorthand and transcribe minutes at Board Meetings.
- Experience in handling money.
- Good organizational skills and attention to detail.

REQUIREMENTS:

High school diploma or Associate's degree required. Bachelor's degree preferred. Two years bookkeeping and/or general office experience.

SCHEDULE:

Schedule consists of Monday, Tuesday, Thursday, and Friday 8:45 AM - 12:45 PM, for a total of 16 hours per week, plus attendance at all Regular and Special meetings of the Board of Trustees (usually the 3rd or 4th Wednesday of the month at 7:30 PM).

NOTICES:

Equal Opportunity Employer. Employees must comply with the "New Jersey First Act".

TO APPLY:

Interested applicants should submit a cover letter, resume, and three (3) references to apply@wmlnj.org. Applications will be accepted until the position is filled. Phone calls will not be accepted in response to this job advertisement.