



103 Market Street

Poughkeepsie, New York 12601-4028

Phone: (845) 471-6060

## Mid-Hudson Library System

### Finance Assistant

**Job Title:** Part-Time Finance Assistant

**Reports To:** Finance Manager & Personnel Officer

**FLSA Status:** Non- Exempt

**Telecommuting:** Not Eligible

**Salary:** \$25-\$30/ hour, 20-25 hours per week

**Summary:** Provide assistance to the Finance Manager & Personnel Officer by aiding multiple areas of the Business Office including areas of; Payroll, Account Payable, Account Receivable, Billing, Maintenance of Records, End of Year Procedures, Reconciliations, Audits, Research, etc.

#### Qualifications:

- **Education and/or Experience:** Either associate's degree in accounting or business administration, or 2 years of experience in a business office working with Payroll and Accounts Payable.
- **Computer Skills:** Word, Excel and Microsoft Office. Working Knowledge of accounting software.
- **Written Communication:** Writes clearly and informatively; Presents numerical data effectively. Attention to detail is key.
- **Oral Communication:** Speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions
- **Quality:** Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback; monitors own work to ensure quality.

- **Adaptability:** Adapts to changes in work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Customer Service:** manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms.
- **Other Skills and Abilities:** Is reliable; Treats others with respect and consideration regardless of their status or position; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Works efficiently and effectively; Accepts responsibility for own actions; Reacts well under pressure; Upholds organizational values; Recognizes and reports unsafe conditions.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Please send resumes, a cover letter, and 3 professional references to  
[jcoyle@midhudson.org](mailto:jcoyle@midhudson.org)