Job Title: Financial Assistant  
Reports To: Finance Manager & Personnel Officer  
FLSA Status: Nonexempt  
Telecommuting – Not Eligible  
Prepared By: lbv, jk, jmc  
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Approved By: lbv, jk, ts  

Summary  Provides support and assistance to and acts in the absence of the Finance Manager through all stages of the accounting cycle, along with overall budget support. Applies principles of accounting in compiling, preparing and processing financial data. Prepares and processes payroll data, purchases and invoices. Provides support to MHLS staff, Correctional Facility Librarians, and Member Library staff. Performs general office and other duties.

Salary $42,500- $50,000

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Assistance to Finance Manager:
   - Assists in processing weekly disbursement checks. Prepares claim forms, processes expense and travel reimbursements. Audits vendor invoices against purchase orders and packing slips. Researches discrepancies and codes for payment. Files paid invoices and maintains and organizes files.
   - Assigns account codes to all grant budgetary accounts. Prepares new Budget postings and any necessary Budget Adjustments for recording to accounting system. Prepares monthly and/or quarterly journal entries related to grants.
   - Reviews, balances, and analyzes computer reports and makes corrections; reconciles report discrepancies and problems; verifies and posts details of business transactions, such as funds received; posts to Journals, spreadsheets and databases. Reviews postings for accuracy.
   - Reconciles checking account bank statement on a monthly basis.
   - Processes invoices for Member libraries and other organizations as necessary. Invoices members for databases, catalog enhancements and digital content annually upon subscription renewal, and other member resources based on use. Sets up spreadsheets and invoices all Member Libraries bimonthly for Assessment Fees. Monitors Accounts Receivable to ensure that payments are up to date and outstanding balances are correct. Issues monthly statements for past-due invoices. Provides the Finance Manager with monthly Accounts Receivable Report. Maintains and organizes filing system.
   - Processes all Purchase Orders. Verifies and reviews encumbrance balances and makes inquires and corrections as needed. Follows-up on any outstanding orders.
   - Compiles and processes e-commerce data received from IT Operations Supervisor for preparation of claim forms for reimbursements to member libraries on a quarterly basis.
   - Generates and processes bi-weekly payroll through the online-integrated payroll system and maintains spreadsheets for payroll deductions and payroll reimbursements. Prepares and submits...
monthly ERS report in Retirement Online system. Prepares appropriate journal entries each payroll period. Verifies year-end W-2 and 1099 forms for printing and submits final 1099 reports to IRS. Interfaces with the accounting program service provider and the integrated payroll system provider as needed to solve processing problems. Processes Flexible Spending Account reimbursements and maintains account balances.

• Assists the Finance Manager and auditors during annual financial audit.
• Attends seminars as needed in order to stay current on payroll law, the financial accounting system and the NYS Retirement System.
• Assists with inquiries of and covers for finance/business office in absence of the Finance Manager.
• Prepares for and assists insurance auditor with Worker’s Compensation annual audit; processes annual NYS Disability Insurance report; processes requests from NYS Retirement System.

2. Assistance to Staff, Correctional Facility Librarians and Member Librarians:

• Prepares, and assists staff with the understanding of, monthly grant financial statements. Communicates with staff regarding line item balances and discusses budgetary adjustments. Prepares other reports as requested.
• Provides support to staff and member libraries through all phases of the New York State Construction Grant Application process.
• Assists staff with travel arrangements.
• Prepares Purchase Requisitions for Correctional Facilities, Outreach and County Jails programs. Assists correctional facility librarians with account information, such as availability of funds and balances; serves as liaison between correctional facility librarians and staff as well as between correctional facility librarians and vendors; prepares detailed spending reports for each facility. Ensures program funds are spent by facilities in a timely and cost-effective manner.
• Supports System by preparing all New York State Grant Financial Reports from Initial Budget Report through Final Expenditure Report; generates and processes grant documents as required or needed. Communicates with New York State Education Department or other agencies as needed in order to ensure grant guidelines are being followed.
• Prepares, compiles, processes, reviews and distributes year-end financial information report for member libraries for use in preparing their Annual Report (payments MHLS made to member and Contracted services receipts). Works with members to ensure their understanding of report.
• Reviews completed member library Annual Reports.
• Acts as liaison with members for tech contracts; prepares and maintains contracts for IT Operations and ensures they have appropriate signatures.
• Maintains Delivery Operations spreadsheets.
• Arranges catering of all System workshops that require refreshments.

3. General Office and Other Duties

• Opens and distributes business office mail; date stamps vendor invoices. Sorts and compiles documents, substantiating business transactions.
• Assists and supports employees, vendors, and member library staff by answering questions related to accounts, procedures, and services. Creates financial reports, spreadsheets, memos, correspondence, and other documents as needed.
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• Assists in the planning and participates at the check-in of the Annual Meeting; provides Executive Associate with attendance records as well as maintains database of attendees by library and county. Prepares badges for all attendees; keeps track of payments made by attendees.
• Acts as custodian of petty cash and store credit cards.
• Supervises and approves orders for office, custodial and workshop supplies. Comparison shops for best available prices and greener options. Maintains adequate workshop supplies inventory.
• Suggests changes or improvements of systems/processes to increase accuracy, efficiency, cost reductions and sustainability.
• Maintains a file of vendor certificates of insurance. Ensures certificates are up to date.
• Assists in answering telephone promptly and politely and appropriately transfers calls; greeting visitors and determining access to appropriate staff.
• Participates in and promotes ‘green’ initiatives including, but not limited to, proper recycling and energy conservation. Maintains Green Business Partnership greenhouse gas inventory, including commuting stats, staff mileage stats, energy and water usage, employee travel means and supply usage.

4. Communications
• Reports plans and activities to the Finance Manager; advises the Finance Manager in the areas of the position’s duties and responsibilities.
• Supports the MHLS staff in identifying, reviewing, resolving and reporting issues that impact the entire MHLS organization.
• Develops, publishes and distributes information in support of MHLS services and operations in the areas of the position’s essential duties and responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, be able to work independently, be detailed oriented, and should have a knowledge of municipal accounting. The requirements and competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills To perform this job successfully, an individual must have working knowledge of Accounting software; Spreadsheet software and Word Processing software.

Cost Consciousness Works within approved budget; Develops and implements cost saving measures; conserves organizational resources.

Customer Service Responds promptly to staff and member libraries' needs; Responds to requests for service and assistance; Meets commitments.

Ethics Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Interpersonal Skills Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
Mathematical Skills  Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and other complicated calculations.

Planning/Organizing  Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Quality  Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Education and/or Experience  A minimum of an Associate in Accounting or Business degree or equivalent from two-year College or technical school and two years related experience or, Bachelor’s Degree or currently enrolled in a Bachelor’s Degree Program. Must have accounting and payroll experience.

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; talk and hear; and use hands to finger, handle, or feel.

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.