

FINANCIAL ANALYST/ HR ASSISTANT

NATURE OF POSITION

The nature of this position is to perform and supervise all processes necessary to completing automated payroll, general ledger/accounts payable, and monthly financial statements for the board meetings. This position supports Human Resources (HR) functions. Position reports to the system Business Manager.

ESSENTIAL FUNCTIONS, REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Promote and further the purpose and objectives of Bay County Library System as stated in the Bay County Library System Policy and Procedure Manual.
- Ability to meet and work well with employees, other business people, and the general public congenially and effectively.
- Mature skills in all accounting/personnel routines and office procedures.
- Must be knowledgeable in computerized accounting/payroll; experience with electronic spreadsheets.
- Bend, twist, lift, and transport files and materials from one location to another and carry materials weighing up to 30 pounds on a regular basis.
- Use a variety of office machines: PC, printer, backup, electronic typewriter, copy machine, calculator, check protector, fax, postage meter, etc.
- Must be proficient in handling mathematical figures.
- Must possess good telephone personality.
- A good attitude toward the necessity for promptness, neatness and accuracy.
- Must possess good judgment and initiative.
- Ability to use both oral and written English appropriately and effectively.
- Ability to deal with confidential matters associated with the office with a high degree of discretion and loyalty.
- Must be adaptable.
- Work well under pressure.
- Available transportation for business errands.

EXAMPLES OF POSITION RESPONSIBILITIES

Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.

- Inform employees and answer questions related to payroll benefits. Make changes to employee insurance coverage when necessary. Process new employees for hires.
- Perform automated bookkeeping. Prepare vouchers, checks, bills payable, statements, and financial reports.
- Input cash receipts for HQ. Prepare bank reconciliations.

- Responsible for payroll computations including: sick time, vacation, longevity, and other benefits.
- Report to Business Manager as to cash flow needs for bills payable, payroll and petty cash.
- Compile and prepare for payment all payroll liabilities (Fed. W/H, State W/H, FICA, pension, United Way, Deferred Comp, 401k, etc.) reports as required.
- Prepare quarterly and year-end reporting for payroll, general ledger and accounts payable.
- Work with auditor to complete annual audit.
- Work with computer software company(s) to accomplish programming for in-house applications (payroll, general ledger, and others pertaining to this position). Work with computer vendor(s) regarding operation and maintenance of computer hardware.
- Supervise and train clerical personnel within area of responsibility.
- Prepare and maintain personnel reporting and records for Human Resources, i.e. Family Medical Leave Act (FMLA), COBRA, personnel files, State Aid.
- Compose and type correspondence on matters of established policy regarding library business, billing matters, personnel, reports, etc.
- Maintain up-to-date files of all financial and personnel records.
- Work with grant reporting, requesting and disbursing funds.
- Maintain tickler file.
- Develop necessary office routines and procedures.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

- Four years of college with a major in business/accounting or business school degree in accounting/office skills plus office experience. Strong related experience required.
- Typing ability 60 WPM minimum.