



Job Title: Operations Assistant

Job Type: Full-time

Grade: 9

Job Summary

The Operations Assistant supports the Library System's financial and administrative operations. This position is responsible for processing accounts payable transactions, maintaining accurate records, and assisting the operations team.

Key Responsibilities

Financial Responsibilities

- Process and verify vendor invoices for accuracy and proper authorization
- Prepare, post, and maintain accounts payable records in accordance with Library System policies
- Maintain purchase orders and received documentation
- Communicate professionally with EOLS staff and vendors regarding billing questions and discrepancies
- Reconcile postage and credit card account statements
- Prepare checks, electronic payments, and related reports
- Ensure accurate maintenance and secure handling of vendor W-9 documentation
- Assist in the preparation and posting of deposits as needed
- Assist in month-end and year-end closing activities and processes
- Comply with accounting standards, policies, and internal controls

Facility Management

- Greet visitors in a professional and welcoming manner
- Serve as a point of contact for staff and vendors
- Order and maintain office and janitorial supplies
- Monitor building maintenance, janitorial concerns, and safety requirements
- Coordinate communications, schedules, and calendars for the Board of Trustees
- Maintain an organized filing system for the business office and financial records



Qualifications

- A positive attitude and a willingness to learn and grow with our team
- High school diploma or equivalent required; associate degree or comparable certification preferred
- Previous accounts payable or bookkeeping experience preferred
- Ability to meet deadlines and manage multiple tasks effectively
- Strong attention to detail and accuracy

Physical Conditions

The work environment involves everyday risks and discomforts that require normal safety precautions typical of places such as offices, libraries, classrooms, or meeting and training rooms. These include the use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I have read and understand this job description.