

DIXIE REGIONAL LIBRARY SYSTEM

JOB DESCRIPTION FOR:	ADMINISTRATIVE ASSISTANT
LOCATION:	Headquarters
HOURS:	40 hours per week; occasional evenings and Saturdays
COMPENSATION:	Based on experience and education
REPORTS TO:	Library Director

POSITION SUMMARY:

The Administrative Assistant is responsible for maintaining the financial records of the library and performing other duties as assigned by the Director. Payroll is processed monthly, and Accounts Payable checks are issued as needed. The Administrative Assistant is also responsible for tracking purchases from the issuance of purchase orders through to the payment of invoices. Maintaining adequate office and library supplies is a key element of this role.

In addition, the Administrative Assistant serves as the liaison between Mississippi Library Commission (MLC) and the system's eight branches, coordinating the ordering and distribution of materials for the Summer Library Program and National Library Week. The role also involves writing the Dixie Regional Library System (DRLS) newsletter and press releases, creating brochures or promotional materials, and publicizing library activities through newspapers, the website, or social media platforms.

The Administrative Assistant provides support and assistance to the Technology Coordinator in managing, maintaining, and troubleshooting technology systems and resources.

As with all staff positions, this role includes working at the circulation desk on an as-needed basis. Given this public-facing responsibility, it is essential that the Administrative Assistant understands they often serve as the library's first representative to patrons.

QUALIFICATIONS:

- Related college certification or degree
- Knowledge of accounting principles
- Experience in the operation of computers and other office equipment
- Experience in computer networking, wifi and server maintenance and troubleshooting
- Thorough understanding of and ability to use the English language

JOB-RELATED SKILLS AND KNOWLEDGE NEEDED:

- Ability to solve problems in an effective and timely manner.
- Ability to keep financial records accurately
- Experience with the following computer applications and software:
 - Quickbooks – Account Payables and Payroll
 - Electronic reporting of payroll taxes
 - Microsoft Office Suite – Word, Excel, and Outlook

RESPONSIBILITIES:

- Advises Director as to cash flow and availability of funds for investment. Assists the Director with the preparation of library budgets and with library expenditures.
- Orders office, janitorial and library supplies as needed and monitors responsible use of supplies.
- Prepares and pays all invoices upon approval of the Director. Determines that all goods are

- received before payment is rendered and that no invoices have been paid in error.
- Prepares invoices for reimbursement of funds by branch libraries, towns, and other contract reimbursements.
- Prepares report for Assistant Director to assist in management of book and audiovisuals budget
- Receives checks and electronic checks and prepares bank deposits as needed.
- Balances DRLS petty cash and replenishes as needed.
- Prepares financial statements quarterly for library board meetings.
- Prepares payroll to include printing employee checks, preparing direct deposit and all resultant paperwork such as 941, deferred compensation, MS Employment Security Commission reports, MS tax and MS Public Employee Retirement internet filing and deposits.
- Prepares end of the year payroll reports such as W-2's and 1095's for employees, 1099's for contract employees, W-3, 1095c's, Social Security Reports, and 1099 filings and state tax reports.
- Generates all new employee paperwork and manages all monthly health/life insurance payments and reconciliation forms as well as Insurance Grant Reimbursement forms
- Prepares trial balances and other related materials for the audit such as copies of board minutes, 941 forms, PERS reports and bank reconciliations and statements. Assists auditor in whatever way they require such as pulling invoices, preparing reports, etc.
- Maintains files for personnel and health insurance grants, monthly invoices, state and federal forms, employee records, and other files as needed.
- Manage E-Rate accounts and filing for the system
- Maintain Inventory of fixed assets
- Assists Technology Coordinator as needed.
- Helps publicize library events through various forms of media and social networks.
- Writes the DRLS newsletter
- Assists in grant writing and correspondence.
- Sorts and distributes mail.
- Attends out-of-town meetings as required.
- Performs other work as required.

BENEFITS:

- State of Mississippi vacation, medical leave, and state holidays, paid health insurance, and participation in the Public Employees' Retirement System
- State life insurance and deferred compensation programs available
- Dixie Regional Library System funded dental insurance
- Salary set annually at the discretion of the Board of Trustees

DISCLAIMER:

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.