

## **MidPointe Library – Accounting Assistant – Part Time, Middletown Ohio**

**As part of the accounting team, you'll fulfill our mission of enriching our community through access & experiences by assisting with the daily accounting functions and activities.**

As an accounting assistant you'll assist with accounts payable; receivables; receipting; audit invoices and receipts; make bank deposits; file accounting documents; assist with the bidding process, fixed asset maintenance, record retention documentation and the internal audit process. You'll also help library staff with accounting matters and questions, implement accounting & library policies and procedures; and provide excellent customer service.

**MidPointe is located on the east side of Butler County, Ohio in a vibrant, dynamic, diverse community that enjoys community support. Nestled between Cincinnati and Dayton, the county has a wide variety of schools, entertainment, dining experiences, sports, and cultural events. We have something for everyone!**

### ***To Be Successful, you will need to:***

- At a minimum, have an associate degree in accounting, finance, or related degree.
- A minimum of 2 years of public sector fund accounting and accounting experience is highly desired.
- Must be accurate and detail oriented.
- Must have a positive attitude and willingness to accept change, including new technology.
- Must have a good knowledge of & be familiar with generally accepted accounting principles, purchase order procedures, accounts payable & receivable & financial record-keeping requirements.
- Must interact with customers in a consistently tactful, friendly, and courteous manner.
- Excellent interpersonal skills, written and verbal communication skills, as well as possess the temperament and good judgment to effectively assist customers.
- Excellent computer skills using various software programs such as Word, Excel, and accounting software, such as SSI-VIP, is needed.
- Must be able to effectively problem solve, display initiative to find solutions, be adaptable, manage frequent interruptions, and be organized & efficient.
- Perform basic and advanced math functions.
- Must be able to effectively read (including cursive), write, speak, and understand English.
- Operate library equipment such as copiers, printers, computers, shredders, and other equipment.
- You must be able to learn and carry out the responsibilities of the position.
- Regular & predictable physical attendance is required.

### ***Hours:***

16 hours per week, Mon-Thurs 4-hour shift of 8 am-12 noon or 12 noon-4 pm.

### ***Rate of Pay:***

The pay range is \$20.85 - \$32.50 per hour, the rate depends on job factors such as experience, job skills, education, and languages spoken.

### ***Physical Requirements:***

-Must be able to move intermittently throughout the workday.

-Have sufficient clarity of speech and hearing which permits satisfactory communication with others.

-Possess sufficient manual dexterity to operate library equipment and perform general typing and keyboard operation.

-Must be able to lift, move crates, carts and/or bins, and other materials that could weigh up to 75 pounds.

### ***Benefits:***

Part time benefits include state retirement plan (OPERS); direct deposit; accrued vacation & sick time, paid holidays; granted sick leave for Covid sickness usage; employee assistance plan; and more.

### ***Apply:***

Complete a required MidPointe Library System employment application found at:

<https://secure.entertimeonline.com/ta/6138957.jobs?ShowAllOpenings>.

### ***Inquiries:***

The full job description for this opening is available on our website at:

<https://www.midpointelibrary.org/page/jobs>. Please, only call the library if you need assistance in completing the required online application.