



# Position Available at the Akron-Summit County Public Library

## ABOUT THE LIBRARY

Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We've been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction.

We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

## DUTIES & RESPONSIBILITIES:

The ASCPL is hiring a Payroll Assistant to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life.

The Payroll Assistant works 22.5 hours per week on-site and Main Library in downtown Akron and performs a variety of payroll, accounting, and clerical duties, including:

- Performing a variety of payroll duties, including inputting and auditing payroll timecards, generating and mailing paychecks, maintaining employee payroll records, and helping to balance monthly, quarterly, and year-end reports and tax filing.
- Preparing and assisting with the collection of cash for bank deposits and recording cash transactions in the system.
- Responding to employee questions concerning payroll.
- Filing a variety of documents and records.
- Preparing special reports for Human Resources and Administration, as needed.
- Serving as backup for the Accountant/Payroll Supervisor, as needed.
- Answering departmental telephones and email and helping to resolve internal and external customer inquiries.
- Processing certain accounts payable and other related materials.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

**Required:** High school diploma or equivalent. Knowledge of routine office procedures and common bookkeeping practices. Skill in customer service. Ability to maintain confidential information. Ability to create reports from data collected from various software packages. Ability to process high volume of transactions with low error rate. Ability to use a variety of standard office machinery. Understanding of the principles of intellectual freedom. Ability to use a computer and job-related software or systems applicable to the essential functions of the job. Ability to lift light objects (less than 25 pounds) and carry them short distances (50 feet or less). Ability to work irregular hours, including evenings and weekends, as needed. Ability to pass criminal background and education verification check screenings.

**Preferred:** Associate's degree. Two or more years of relevant experience.

**THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**