



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 full-time (37.5 hours per week) Accounting Assistant to work on-site at Main Library in downtown Akron 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 Accounting Assistant supports the Business Office and all Library locations and employees by performing the following duties:

- Processes accounts payable, accounts receivable, vouchers, invoices, remittances, and other related materials for the receipt and disbursement of funds.
- Processes purchase requisitions and purchase orders.
- Prepares and assists with collection of cash for bank deposits and records cash transactions in system.
- Reconciles credit card and other accounts.
- Generates reports and reviews and verifies budgets and account balances.
- Maintains vendor files and property records.
- Processes and maintains contract documents and files.
- Completes required reporting to state agencies.
- Assists with annual 1099 preparation and submission.
- Answers departmental telephones and email and helps to resolve internal and external customer inquiries.
- Processes and distributes departmental mail.
- Files a variety of documents and records.
- Orders and maintains office supplies.
- Performs other duties as assigned.

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 manage confidential information. Ability to problem-solve and think independently. Understanding of the principles of intellectual freedom. Ability to use a computer and various software applications such as email/calendar, internet browsers, word processing, spreadsheets, database software. Ability to lift light objects (less than 25 pounds) and carry them short distances (50 feet or less). Ability to pass criminal background and education verification checks.

Preferred: Associate's degree. 2 or more years of experience in governmental bookkeeping/accounting.

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

Visit <https://www.akronlibrary.org/about/employment> to learn more and to apply!



60 South High Street | Akron, Ohio 44326 | akronlibrary.org

Our Core Values: Excellence | Service | Learning | Diversity & Inclusion