



Finance Specialist

Job Title: Finance Specialist	Salary Grade Level: 2	FLSA Status: Non-Exempt
Reports To: Business & Finance Manager	Schedule: Part-Time	Team: Business Administration

Eckhart Public Library

Eckhart Public Library provides exceptional services, programs, and resources to enrich our diverse community. The Library strives to be a hub for lifelong learning, culture, and community engagement, empowering patrons with access to information and resources.

All Library staff members are expected to be professional and respectful with colleagues, and to provide great customer service to our patrons. Staff members must be flexible and ready to adapt to change, passionate about our community and our patrons, able to respectfully and effectively communicate with coworkers, and enthusiastic about taking risks and learning.

All staff members are expected to abide by the library's mission, vision, and staff priorities; staff handbook; and policies approved by the Eckhart Public Library Board of Trustees.

Job Summary

The Finance Specialist supports the Business & Finance Manager in the day-to-day financial operations of the library while adhering to the components and principles of materiality and internal control; assists the Business & Finance Manager with administrative tasks, including those related to logistics, fund development, and communications.

Essential Duties and Responsibilities

- Performs bookkeeping duties, including entering purchase invoices, reconciling bills to statements, processing payables reports, and paying bills
- Purchases all items approved by the management team
- Reconciles public service desk daily collections and makes bank deposits
- Maintains financial records
- Maintains positive relationships with vendors, staff and the community
- Promotes the library by the practice of good public relations; works and communicates effectively with the public and other staff members
- Works at public service desks across the library campus as needed
- Maintains clear, respectful lines of communication with staff members to support the mission, vision,

and strategic initiatives of Eckhart Public Library

- Commitment to handling confidential and sensitive information appropriately
- Desire and demonstrated ability to serve the public and work with fellow staff members and volunteers with friendliness, tact, and diplomacy
- Openness to training opportunities by other staff members, and be willing to train others, including staff, volunteers, and patrons as needed
- Ability to adhere to components and principles of materiality and internal controls
- Performs other duties as assigned

Knowledge, Skills, and Abilities

- Experience in bookkeeping and accounting software
- Excellent oral and written communication and social skills
- Exemplary organizational skills with a high degree of attention to detail
- Knowledge of standard office software such as Microsoft Office applications and the Google suite of products
- Current knowledge of professional trends, materials, practices, techniques and technology; exhibit a willingness to learn other applications as needed
- Commitment to customer service and a collaborative work environment
- Required to use motor coordination with finger dexterity, eye-hand coordination, data entry and computer use for accessing information
- Physical ability to lift 30 pounds and push 60 pounds on wheels

Qualifications and Requirements

- A.A. or A.S. degree in Accounting or related field
- Minimum one year of related experience in a bookkeeping position
- Fluent in English, both oral and written

Preferred:

- B.A. or B.S. degree in Accounting or related field
- Experience in a government or library setting

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.

Benefits

Paid time off

Deferred Compensation

YMCA Corporate Membership rate

Employee Assistance Program

Eckhart Public Library believes that libraries serve as inclusive spaces for all members of the community, and we strive to reflect that in our hiring practices. The Library is an Equal Opportunity Employer and prohibits discrimination or harassment of any type.

Eckhart Public Library provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Employment with the library is at-will, meaning that either the employee or the library may terminate the employment relationship at any time, with or without cause or notice, subject to applicable laws. Nothing in this job description, employee handbook, or any other communication should be interpreted as a contract for employment or a guarantee of continued employment. Only a written agreement signed by the appropriate Library official may alter the at-will nature of employment.

Date Created: 3/11/25

Date Approved: 3/12/25