



QUOGUE LIBRARY

BUSINESS ASSISTANT - PART TIME POSITION

GENERAL DESCRIPTION:

Under the direction of the Director, this staff member performs clerical bookkeeping and office duties

RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Assists Bookkeeper with clerical work including manual vendor files
 - Maintain Room Reservations for programming
 - Manage and update Master Forms File
 - Human Resources – new staff packages
 - Manage and record employee benefits
 - Vanguard Coordinator
 - Reconciles weekly register reports
 - Responsible for weekly Bank/Post Office runs
 - Maintains QLS Donor Lists and Annual Appeal
 - Responsible for petty cash reconciliation
 - Reconcile monthly credit card statements/PO Invoices assuring proper supporting documentation
 - Passport Assistant
 - Apply for NYS Liquor Licenses
 - Performs other functions as needed
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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work within deadlines
 - Detail-oriented with excellent organizational skills
 - Library experience a plus
 - Basic accounting experience
 - Basic QuickBooks knowledge
 - Ability to follow directions and work independently
 - Strong knowledge of Microsoft Excel and Microsoft Word
 - Basic knowledge of all aspects of Microsoft Office and Google Suite
 - High School graduate or equivalent
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HOURS, WAGES, BENEFITS:

- 21 Hours a week
 - Salary Commensurate based on experience, \$22.00 - \$26.00 per hour
 - Paid vacation, sick, personal, 403(b) and longevity bonus
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Please send resume and cover letter to the attention of Susan McKenna, Director
smckenna@quoguelibrary.org

Submit applications before April 15th , 2025

QUOGUE LIBRARY

90 Quogue St

Quogue, NY 11959

(631) 653 - 4224

*Quogue Library is an Association
Library and is not subject to
Civil Service Requirements.*