



Position Available
Finance Specialist
Orion Township Public Library

Position: Finance Specialist
37.5 hours/week
Department: Administration
Salary: \$47,600 - \$55,400 depending on qualifications

Description

Under direction, performs professional accounting work and is responsible for maintaining all financial records and accounts, and provides fiscal administrative support, while applying Generally Accepted Accounting Principles (GAAP).

Primary Job Duties:

- Responsible for managing all financial records and accounts
- Manages all data in the library's accounting system
- Prepares financial reports
- Reviews, verifies, and approves all invoices for payment
- Reconciles all financial transactions as well as bank and investment statements
- Prepares annual financial audit for the library
- Processes monthly pension and 457 contributions for employees
- Prepares biweekly payroll for processing by contracted payroll company
- Tracks employee paid time off accruals and usage
- Initiates investment of excess library funds
- Performs other duties as assigned

Required Qualifications:

- Bachelor's degree in Accounting or equivalent knowledge and experience required.
- Minimum of two years' experience in an accounting environment, including proficiency in use of Microsoft Office software, online banking and payroll tools (ADP preferred), and accounting software (Microsoft Dynamics preferred).
- Working knowledge of GAAP.

Dates: Applications received before March 7, 2022 will receive first review.

Apply To: Joyce Becker
Orion Township Public Library
825 Joslyn Road
Lake Orion, MI 48362
248-693-3000
Electronic submissions accepted: jbecker@orionlibrary.org

Please submit an application, cover letter, and resume. The application is available at:
<https://orionlibrary.org/library-employment/>.

This is an at-will position.

Orion Township Public Library is an Equal Opportunity Employer.