CHELMSFORD PUBLIC LIBRARY
POSITION OPENING

POSTING DATE: January 2, 2024
POSITION: Office Administrator: Accounts Payable/Payroll
DEPARTMENT: Chelmsford Public Library
SALARY: $25.48/hr
HOURS: 37.5 hours per week

Office Administrator: Accounts Payable/Payroll –
This full-time, benefited position is an integral part of our library team -- working closely with staff and the Friends of the Chelmsford Library to make great customer service possible. The Library Office Administrator must have a thorough knowledge of administrative, accounting, payroll, and human resources functions for a public library. Work requires familiarity with library and municipal procedures and working knowledge of accounting and relevant office software applications. Must enjoy working with the public, vendors, and staff doing a variety of operational tasks.

Qualifications
- Requires thorough knowledge of administrative and operational practice and procedures.
- Ability to communicate effectively and pleasantly in writing and verbally to staff and public.
- Must be very organized and capable of managing time effectively to a high standard of accuracy
- Facility for working with numbers, basic accounting knowledge and municipal budgetary practices helpful
- Comfortable with personal computers and relevant software applications; working knowledge of MUNIS or other accounting software preferred
- Proficiency in Microsoft Office Suite

To apply: Send cover letter and resume to Lesley Kimball, Library Director, lkimball@chelmsfordlibrary.org.