

CHELMSFORD PUBLIC LIBRARY

FULL-TIME POSITION OPENING

Posting Date:	June 17, 2023
Position:	Office Manager
Salary Range:	\$30.17 – 37.68 (as of 7/1/2024)

The Chelmsford Public Library is looking for an outgoing and detail-oriented person to manage high-level office functions including accounts payable/receivable, payroll, new employee processing, and cash flow. We are looking for someone who puts customer service and accuracy first with demonstrated experience managing complex office functions.

The position works a full-time, 37.5-hour/week schedule in the library. This person must be able to plan for and meet daily, weekly, monthly, and annual deadlines. Essential skills include time management and prioritization, accuracy, multi-tasking, and communicating with library and Town staff, vendors, and members of the public.

Primary responsibilities

- Accounting: accounts payable/receivable; create and update budget reports; manage and deposit cash and checks; submit/process invoices to be paid by Friends of the Library; manage/track donations
- Employment/human resources: prepare “new hire” packets; act as liaison with Town HR to answer staff questions and needs; submit changes to employee status to Town; assist Library Leadership team with posting positions and the logistics of the hiring process
- Payroll: collect and verify timesheets and enter payroll into MUNIS; work with Town Payroll department to provide/confirm information about employee pay rates, regular schedules, leave time, etc.
- Ordering/supplies: inventory and order office supplies; monitor, refill, and reconcile staff ‘snack shack’ and coffee services; order supplies for special events, programs
- Reporting: create, manage, and update all office administration, financial, and budget reports; assist director with budgetary tracking, support materials for budget presentation, and ARIS financial report

Qualifications

- Thorough knowledge of and experience with 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 and basic accounting knowledge, municipal budgetary practices helpful
- Experience with relevant software applications; working knowledge of MUNIS or other accounting software preferred
- Proficiency in Microsoft Office Suite

Send resume/cover letter to: Vickie Turcotte, Assistant Director/Support Services, vturcotte@chelmsfordlibrary.org.
Application deadline: June 28, 2024, 5:00 pm

This is a full-time benefitted position with dental, health, paid time off, and Middlesex Retirement. The Town of Chelmsford is an EEO/AA Employer. We value diversity in background and experience and are committed to an accepting and supportive work environment.