



Business Office Assistant

Average Weekly Hours: 25 | FLSA Classification: Non-Exempt

Culture Code. The ITPLD Way

Our Work

We assume positive intent in all our interactions.

We tackle our fast-paced environment with focus, humor and positive solutions.

We work together to contribute to outstanding experiences for our members.

We strive to have clear, consistent and direct communication throughout the organization. We listen, trust each other and openly share ideas and information.

We strive to treat everyone with empathy and respect.

Our Staff

We are collaborative, enthusiastic and curious.

We are a diverse bunch who recognize our differences as strengths.

We are an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

Our ITPLD

Our workplace is an open, friendly space where we feel valued and appreciated.

We care about each other and support the well-being and development of each staff member.

We make time to laugh, celebrate our accomplishments and passions, sport our sweet branded clothing and build relationships that make coming to work fun.

Are you looking for a position in a collaborative work environment, helping people while providing administrative support and doing data entry? If so, then this position may be for you. The Indian Trails Public Library District (ITPLD) is seeking a professional, organized and detailed-oriented individual to provide administrative support to the Business Manager. The ideal candidate will also be proactive, flexible, comfortable counting money and dealing with numbers, and able to handle confidential information and documents. This is a part-time position, with primarily weekday morning hours onsite at the library.

Some of the job duties include:

- Verify, process, enter, and file invoices and other accounts payable documentation, as well as review and balance statements all while demonstrating exceptional attention to detail.
- Assists with payroll related tasks such as preparing checks for mailing and report proof-reading.
- Count and reset circulation cash drawers and copier cash boxes.
- Take deposits to the local bank. Drop off items to Federal Express and to Village.
- Facilitate supply purchases (gather, submit, check-in, distribute, and split bill by department).
- Create and maintain various databases, spreadsheets, and other data entry tasks, as requested.
- Assist with the planning and execution of library events, including Staff Institute Day.
- Monitor the door to the staff area, welcoming and directing visitors to the appropriate staff member.
- Provide clerical assistance to other departments as requested.

This opportunity requires:

- High school diploma and/or relevant certification plus a minimum of 3 years relevant experience.
- The ability to communicate effectively, use good judgment in the decision making process and work both independently and as part of a team.
- Ability to maintain confidentiality.
- The knowledge and ability to use computers and relevant software and equipment including but not limited to Microsoft Office 365 products. Experience with QuickBooks online preferred.
- Ability to count money accurately. Ability to file by alphabetical and/or numerical order.
- Ability to maintain staff and patron confidentiality.
- Ability to multitask and possess excellent organizational skills and attention to details with multiple interruptions.
- Ability to move about the library and work areas, lift materials of a variety of sizes up to 35 pounds, to answer telephones, to read computer screens and paper documents such as invoices, manipulate a computer mouse, and type accurately.
- Ability to work independently, with interruptions while maintaining a positive demeanor.
- Must have reliable transportation (as well as a valid driver's license and insurability as a driver) to handle business errands, and be able to workdays, evenings, weekends, and holidays.

Hourly rate of \$21.87- 24.00. This position participates in Illinois Municipal Retirement Fund (IMRF) pension plan (mandatory). This position is eligible for pro-rated vacation, sick time, floating holiday hours, jury duty and bereavement time as well as eligible for participation in the 457 retirement plan and for the employee assistance program (EAP). In addition, eligible to apply for educational assistance after 1 year of employment. The library supports continued learning and professional growth including job training for new employees.

To apply: Send a cover letter and resume via e-mail to HR at hr@itpld.org. Please include the job title in the subject line. No phone calls please.