

Finance & Administrative Assistant

Why you want to work for us:

MADL (That's us... Muskegon Area District Library) has a family-friendly and team-oriented office culture. We support each other with projects and daily adventures in Library Land. The variety of what you get to work on in the office setting will keep you entertained and excited to see how a behind-the-scenes role contributes to our programs, services, and staff across 11 library branches. We believe in making a difference in our communities and the successful candidate will, too.

Why we want you to work for us:

You are organized, you have great verbal and written communication skills, you maintain confidential information and records, you understand accounting principals that support the Finance Manager's clerical needs (i.e. A/P, A/R, purchasing functions). You are a positive person who enjoys working alongside others, but you know how to get your tasks done even with the inevitable office interruptions.

Responsibilities

- Assist with financial data entry and record keeping.
- Support the finance team in preparing financial reports and statements.
- Utilize financial software to input and analyze data accurately.
- Collaborate with colleagues to ensure accurate accounting practices.
- Communicate effectively with team members regarding financial tasks.
- Assist in ad-hoc financial projects as needed.

Qualifications

- Strong communication skills both verbal and written
- Proficiency in accounting principles to support financial tasks and reporting
- QuickBooks experience (preferred) to assist in managing financial data
- Ability to work collaboratively to meet deadlines and goals
- Previous experience in a finance-related role is preferred but not required

Job Type: Full-time

Pay: \$20.34 - \$30.00 per hour

Work Location: In person

Benefits:

457 Retirement Savings
Dental insurance
Disability insurance
Employee assistance program
Defined Benefit Plan
Health insurance
Health savings account
Life insurance
Paid time off
Parental leave
Professional development assistance
Vision insurance