



201 Main Street, Sag Harbor, New York 11963
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ADMINISTRATIVE ASSISTANT

The John Jermain Memorial Library, located in the historic Sag Harbor Business District, seeks applicants for a part-time Administrative Assistant to the Director. The successful candidate will have the opportunity to promote the library's mission of service to the community by assisting with administrative duties, including but not limited to:

- Bookkeeping;
- Correspondence;
- Maintenance of personnel files and personnel handbook;
- Facilitating employee enrollment in insurance and retirement programs;
- Ordering supplies;
- Processing payroll;
- Payment of bills;
- Organizing materials for the library's annual audit;
- Organizing and tracking service contracts;
- Banking transactions;
- Creation of statistical and financial reports;
- Creation and maintenance of Excel documents.

Required skills include reliability; ability to maintain confidentiality of records and personnel files; flexibility; a collaborative spirit; expertise in Google Suite applications, Microsoft Office, Excel, and Quickbooks or similar accounting software. Candidates must have prior bookkeeping experience, computer proficiency, excellent verbal and written communication skills, and a minimum of a high school diploma or its equivalent. Additional education and/or professional certification is preferred.

Position is for 15-hours a week, and may include occasional weekend and evening hours, with the possibility of a future increase in hours. Competitive salary commensurate with experience. Benefits for part-time employment include paid vacation and sick leave, and a partial-tuition reimbursement program. Please send resume and letter of application to Catherine Creedon, Director at catherine@johnjermain.org by September 26, 2019.

John Jermain Memorial Library warmly welcomes applicants for all positions without regard to race, color, creed, religion, nationality or ancestry, gender, sexual orientation, age, or disability.