

**Sheridan County Library Foundation
Fulmer Library – Vacancy Announcement**

Position Title: Administrative Assistant

Location: Sheridan County Fulmer Public Library

Education: High school diploma. Associate of Arts or Bachelor’s Degree Preferred.

Wages: \$15.50 per hour

Schedule: 15-20 hours/week (flexible schedule)
Must be available once per month on Monday evenings

Benefits: No Benefits with this position

Closing Date: Friday, September 15, 2023. Open Until filled.

To Apply:

Application packets are available on-line at www.sheridanwyolibrary.org or at the Fulmer Public Library. Submit Cover Letter, Resume, and Completed Application Packet for consideration. First review on **Friday, September 15th 2023**. Open until filled.

To: Selection Committee
Sheridan County Public Library System
335 West Alger
Sheridan, WY 82801
Email: director@sheridanwyolibrary.org

Reports To: Foundation Board and the Library Director

Job Summary:

Works as an at-will employee of the Sheridan County Library Foundation under the supervision of the Foundation and the Library Director. Is responsible for various clerical/support duties for the Foundation. Works with Foundation Treasurer to complete monthly financial activities.

Duties and Responsibilities (including but not limited to)

- **Foundation Board Accounts**
 - Prepare vouchers and write checks, complete bookkeeping entries for purchases with donor designated funds
 - Coordinate with Library bookkeeper and Foundation Treasurer to balance & reconcile Foundation bank accounts
 - Regularly report to department heads the balances and transactions in Foundation Operating accounts

- **Foundation Board Meetings**
 - Prepare agenda with approval of Foundation chair
 - Prepare & compile handouts for agenda items as needed

- Distribute agenda, minutes, and other materials for the meeting to the board members
- Reserve a meeting room and, with library staff, arrange any technology needs for the meeting
- **Sale Items**
 - Track sales & payments
 - Invoice retailers
 - Complete quarterly sales tax reports
 - Contact local retailers
 - Collect books for pick up by local retailers
- **Annual Fund Drive**
 - Update mailing list; distribute copies to Foundation members for additions/deletions/corrections
 - Print letters, envelopes, inserts, and return envelopes
 - Prepare letters for bulk mailing
- **Donations/Revenue**
 - Record donations in database
 - Copy donation checks
 - For special fund drives also record donations on spreadsheet
 - Write thank you letters; include tax receipt
 - Prepare donations/revenue deposits; complete bookkeeping entries
 - Prepare donations/revenue reports for Foundation & Library Director
 - Endowment: reports to Wyoming State Treasurer

(Other Duties as Assigned)

Minimum Qualifications:

High school diploma. Associate of Arts or Bachelor's Degree Preferred. Previous clerical experience or bookkeeping experience is desirable.

Essential Skills, Knowledge and Attributes:

- Working knowledge of general office practices and procedures
- Excellent oral and written communication skills
- Strong interpersonal skills
- Attention to detail & effective organizational skills
- Working knowledge of Microsoft Word and Excel, as well as Internet, email, and other basic computer skills
- Ability to handle multiple projects concurrently

Physical Effort and Working Environment:

- Ability to work in a typical office setting and use standard computer equipment.
- Ability to sit and work for extended periods of time.
- Ability to read printed materials on paper and on a computer screen.
- Ability to communicate over the telephone and in person.
- Frequent standing, walking, bending, stooping, and kneeling.
- Ability to lift up to 20 lbs at a time.
- *We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. As required by law, we provide reasonable accommodation as necessary for the disabled.*