



Job Opening at the Fox River Valley Public Library District: Dundee Library

Administration Library Assistant

Hours: Full-time M-F 8:30am – 5:00pm

Hourly Rate: \$18.00

Position Description:

The Fox River Valley Public Library District is seeking an Administration Library Assistant to join our team! This position plays an essential role in supporting the Business Office, Administration, and HR. The position is responsible for accounting functions including coordination of invoices, check printing, cash handling, receipts, and deposits. The position is also responsible varied tasks to support and back up Administration and Human Resources.

The successful applicant will have:

- Knowledge of standard accounting practices and policies
- The ability to accurately perform mathematical calculations
- The ability to attend to detail, multitask, and be organized
- The ability to show initiative and solve problems
- The ability to maintain confidentiality

Educational requirement: Bachelor's degree with coursework in accounting. Must have working knowledge of Microsoft Office products including Word and Excel; the internet, email, and databases. Knowledge of MIP financial software a plus.

Current benefits include:

- Health, dental, life insurance
- Paid vacation, sick, personal, holidays off
- IMRF defined-benefit pension

To apply for any open position: Please send resume, cover letter, and [completed application](#) via e-mail to Sherry Kenney, HR@frvpld.info with the job title in the subject line.

More information can be found at <http://www.frvpld.info/about-us/job-openings>