



Lake Travis Community Library
1938 Lohmans Crossing
Austin, TX 78734
(512) 263-2885
laketravislibrary.org

LAKE TRAVIS COMMUNITY LIBRARY JOB DESCRIPTION

JOB TITLE

Administrative Assistant / Bookkeeper, 20-30 hours per week

JOB SUMMARY

As the Administrative Assistant for the Lake Travis Community Library District, this position is responsible for a myriad of administrative tasks including record management, bookkeeping, secretarial, and purchasing duties. This position will report to the Library Director and have access to confidential and financial information. This position will also work closely with the LTCLD Board of Trustees.

DUTIES

- A. Perform bookkeeping tasks to include entering activity into QuickBooks, balancing bank statements, processing bills for payment, addressing banking issues, and maintaining the library's financial transactions
- B. Sort mail, verify shipments, match packing slips, and submit returns as necessary
- C. Assist with preparation for the annual audit
- D. Act as the election clerk for the Lake Travis Community Library District
- E. Complete various administrative tasks related to the Texas State Library Annual Report, tax season, new hires, and more
- F. Order supplies
- G. Support the Library Director and Assistant Library Director as needed
- H. Assist patrons, volunteers, and other staff members with all library activities, including, but not limited to: circulation tasks, telephone and reference work, computer instruction and troubleshooting
- I. Maintain high standard of customer service
- J. Work harmoniously with library staff and volunteers
- K. Lift or maneuver up to 35 pounds
- L. Perform other tasks as required

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES

High school diploma required. College degree preferred.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS

- A. Excellent communication and organizational skills
- B. Ability to handle details with accuracy, follow a multitude of varied tasks to completion, perform independently, and meet deadlines
- C. Must be computer literate with working knowledge of Microsoft Office suite
- D. Knowledge of basic office equipment such as copier, fax machine, printer, and cash register
- E. Punctual
- F. Ability to multitask
- G. Team player
- H. Get along well with others and maintain good working relationships
- I. Spanish language skills will be considered an asset
- J. Bookkeeping and QuickBooks experience preferred
- K. Must pass a background check and provide references

SCHEDULE

Hours for this position have yet to be determined. The position will work in person at the Lakeway location of the Lake Travis Community Library. Some evening and weekend hours may be required.

SALARY RANGE: \$20-\$24 dollars per hour, plus benefits

To be considered for this position, please send a cover letter, application, and resume to librarian@laketravislibrary.org by Sunday, February 9th. Applications are available at laketravislibrary.org.

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