

LIBRARY OFFICE MANAGER NEEDED

The Office Manager supports library district functions by performing a variety of administrative tasks, always focusing on fiscal responsibility. The ideal candidate is self-motivated and detail-oriented, with strong communication skills and a solid foundation in governmental accounting, payroll, and office administration. This is a full-time position with excellent benefits: health, dental and vision insurance, retirement plan, paid holiday, sick, and vacation time. Salary commensurate with experience.

Four-year college degree in accounting strongly preferred; will accept two years. Minimum of two years of governmental accounting experience. Excellent computer skills required with proficiency in QuickBooks and Excel.

Must pass criminal background check and have clear financial history for insurance bonding. Applications can be picked up at the library or downloaded from district website. For more information, contact Director Christal Bruner at 573-581-4939 or email hr@mexico-audrain.lib.mo.us.

Applications accepted until the position is filled.

