



JOB DESCRIPTION
Finance Assistant
(Administrative Assistant 6)



Division: Administration	Primary Location: Main Library	Nonunion
Classification:	Paygrade: 33	\$27.53 - \$33.23
FLSA Status: Exempt	Full Time (40 hours/week)	Last Revised: April 2026

GENERAL STATEMENT OF DUTIES

The Finance Assistant position has a variety of fiscal and administrative responsibilities and reports to the Director of Administration and Operations. This position is responsible for assisting with the accounting and financial processes for the Worcester Public Library, which include budget preparation, consolidating and analyzing data, managing accounting and procurement records, and reviewing purchase requisitions. The Finance Assistant will also provide general support for human resources functions. Schedule may include evenings and weekend hours, working at multiple locations as assigned.

This position requires someone with strong attention to detail, a high level of accuracy with a thorough understanding of the importance of confidentiality in the workplace. Must be able to meet deadlines and work on assignments with changing priorities. The ideal person in this position will possess excellent interpersonal, communication, and customer service skills and have experience working with diverse populations in an urban community.

Bilingual applicants are encouraged to apply.

DUTIES AND RESPONSIBILITIES

ESSENTIAL ELEMENTS

- Review and correct a variety of documents for accuracy and compliance with rules and regulations including travel claims, purchase orders, expenditure/revenue transfers, payment authorizations, journal entries, deposit forms, etc.
- Post, check, assemble, tabulate, audit and compare statistical and financial data; enter data into computer
- Check documents for proper budget authorization before processing
- Prepare monthly and special billings for payment; logs and processes payment authorizations and submits for proper authorization
- Resolve billing discrepancies and issues that may arise both internally and externally with vendors
- Maintain strict confidentiality of all records and transactions
- Prepare and processes weekly automated payroll
- Prepare and maintain spreadsheets related to grants, ordinary maintenance, trust funds, overtime and leave balances
- Assist with preparing bids for library services
- Order supplies and keep inventory
- Assist with library internships/volunteer program when assigned
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality service

- Contribute to creating an environment oriented to trust, open communication, creative thinking, and cohesive team effort
- Actively participate in staff development and training opportunities
- Interpret library services and policies to patrons in a clear and courteous manner
- Assist with special projects as assigned
- Perform other duties, as assigned, consistent with the functions of the work unit and level of responsibilities
- Working at multiple locations as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent organizational skills and problem-solving skills, with the ability to identify issues, and diligently follow-through on resolutions
- Enthusiastic self-starter with professional demeanor
- Excellent interpersonal, written and verbal communication skills and the ability to communicate effectively with staff and the general public
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Knowledge of principles, practices, and procedures of accounting
- Ability to maintain financial records
- High degree of accuracy and attention to detail
- Proficiency in Microsoft Office suite products
- Ability to interpret Human Resources policies to library staff
- Independent judgement is required to plan, prioritize, and organize diversified workflow
- Demonstrates accuracy and thoroughness and monitors own work to ensure quality
- Proven skills in database management and record keeping
- Must be able to conduct independent research and to analyze and interpret results
- High level of professionalism and commitment to the organization
- Embrace opportunities to learn in a fast-paced changing environment
- Demonstrate proficiency in current and emerging technologies
- Ability to work independently and as part of a team
- Ability to learn and use library technologies
- Knowledge of the principles and correct usage of the English language including grammar, punctuation, and spelling
- Ability to meet deadlines and work on assignments with changing priorities
- Regular onsite attendance is required

BACKGROUND REQUIRED

MINIMUM ACCEPTABLE

- Associates' degree in business/public administration, accounting or related field AND
- Three (3) years of experience in accounting or financial management
 - any equivalent combination of education, training and six (6) years of related experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position may be considered in lieu of above requirement(s).
- Adept knowledge and use of MS Excel and finance system applications

- Access to reliable transportation and the ability to travel to required locations
- Experience working with diverse populations in an urban community.
- Ability to successfully pass CORI/SORI

PREFERRED QUALIFICATIONS

- Bachelor's Degree in business/public administration, accounting or related field
- Five (5) years of experience in accounting and/or financial management
- One (1) year of Human Resources experience

PHYSICAL REQUIREMENTS

- Ability to walk, stand and move for long periods of time
- Ability to push book cards and bins loaded with library materials
- Ability to reach and retrieve books at high and low shelf heights
- Ability to perform bending, stooping, lifting, pushing and twisting
- Ability to perform repetitive hand and arm motions for prolonged periods of time.
- Ability to move or lift up to 50 lbs.
- Ability to stand and or sit for prolonged periods of time

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

The Worcester Public Library makes every effort to support ALA's "Core Competences of Librarianship" <http://www.ala.org/educationcareers/careers/corecomp> as approved and adopted as policy by the ALA Council, January 27th 2009 and, as an Affirmative Action/Equal Opportunity Employer, values diversity and aims to have its workforce reflect the community.

To apply, please visit: www.worcesterma.gov/employment or send resume and cover letter on or before **MAY 8, 2026** To: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. Preference given to Worcester Residents. **The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply. Direct inquiries to: City Hall Human Resources, 508-799-1030, Hiring@Worcesterma.gov.**