

Executive Assistant for Finance

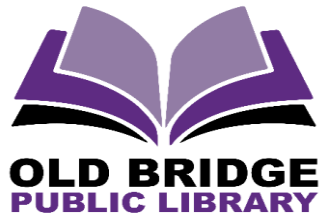
The Old Bridge Public Library seeks an enthusiastic, detailed-oriented Executive Assistant to join our Administrative team. The successful candidate should demonstrate superb clerical, financial, and internal / external customer service skills.

Responsibilities:

- Prepares Trustee packages for the monthly Library Board meetings.
- Communicates with vendors and maintains correspondence.
- Orders office supplies and other materials and maintains supply area.
- Operates and troubleshoots a variety of office equipment.
- Operates office computers using a variety of software packages.
- Assists the Director in developing budgets.
- Maintains the Library's accounting system.
- Maintains all accounts payable and receivable vouchers and ensures timely payment of all bills.
- Ensures the Library is following federal, state and local regulations regarding financial requirements and spending laws.
- Prepares bank deposits, withdrawals, transfers and other banking transactions.
- Reconciles bank statements.
- Prepares financial reports for the Director and Library Board.
- Maintains the petty cash account.
- Confers with the Library Board's auditor and attorney as directed.
- Represents Library Administration when dealing with vendors.
- May interact with patrons wishing to speak to an administrator in the absence of the Library Director.
- Interacts with other Township departments on behalf of the Library, as needed.
- Performs other duties as assigned.

Qualifications/Requirements:

- Must have computer skills in word processing and accounting software.
- Strong knowledge of QuickBooks is required.
- Must have experience purchasing.
- Working with a municipal budget process or library is preferred.
- Possesses the ability to exercise sound judgment and to communicate effectively with other employees, vendors, staff and the general public.
- Must possess a driver's license valid in New Jersey and the ability to travel as assigned.
- High school diploma required. College degree preferred.



This salaried, full-time position is for 35 hours weekly. Salary range is \$61,800 to \$71,720. Library employees contribute to the pension system. Generous paid holiday, vacation, and sick leave apply. For more information about the library and an employment application, please visit our website at: www.oldbridgelibrary.org.

Please submit a letter of interest and resume to:
Executive Assistant for Personnel, Linda Reynolds, lreynolds@oldbridgelibrary.org
or mail to:
Linda Reynolds
Executive Assistant for Personnel
Old Bridge Public Library
1 Old Bridge Plaza, Municipal Center
Old Bridge, NJ 08857

Library employment application can be found here: <https://oldbridgelibrary.org/wp-content/uploads/2024/09/obpl-employment-application.pdf>

The closing date for applications is March 6, 2026