



Finance and Human Resources Specialist

Portland Public Library (PPL) is currently seeking a Finance and Human Resources Specialist. Reporting to the Human Resources Director, this position is responsible for providing assistance in carrying out the Finance and Human Resources functions of the library. This role will focus 90% on Finance and 10% on Human Resources. This position also provides clerical support for the general activities of Administration. This position exercises considerable initiative and independent judgment and is required to maintain the confidentiality of certain records, correspondence, and information.

The person in this position must provide a positive, welcoming, and professional demeanor and image of the library to callers and visitors. This position must be flexible and able to work accurately in a fast-paced environment, handling multiple responsibilities with a positive attitude. Must be able to work under pressure and within tight time schedules and work cooperatively with other library personnel.

This is a **non-union**, administrative position.

NATURE & SCOPE

- **Accounts Payable**
 - Ensure proper documentation and authorization on all accounts payable invoices.
 - Processing and payment of accounts payable invoices.
 - Maintain proper storage of documents by organizing, filing, and scanning.
 - Maintain the expense reporting system, including agency credit cards, and employee expense reimbursements.
 - Research and resolve vendor discrepancies and inquiries.
 - Support the monthly accruals process using accounts payable data.
 - Perform monthly reconciliations of corporate credit cards and vendor statements.
 - Answer staff questions related to the purchasing and accounts payable process.
 - Annual preparation of Forms 1099.

- **Payroll**
 - Provide employee training and support regarding time entry in timekeeping system.
 - In coordination with supervisors, review and approve substitute workforce hours worked.
 - Audit payroll profiles to ensure accurate pay rates, benefits, and deductions.
 - Confirms timecards are compliant with budgeted hours for positions and PTO is used within the guidelines of the employee manual and collective bargaining agreement.
 - Anticipate payroll updates and changes and proactively implement changes.
 - Processes weekly payroll in coordination with City staff and within City timelines.
 - Assist HR with managing pension and voluntary benefits.
 - Prepares payroll and benefit reports and reconciles discrepancies.

- **Additional responsibilities**
 - Assist with bank deposits and petty cash management.

- Collaborate with director of advancement to accurately record, track, and report restricted grants and gifts.
- Complete monthly reconciliation of assigned accounts.
- Assist in the preparation, coordination, and conduct of the annual financial audit.
- Support administration and finance teams with additional tasks as needed.
- **Assisting the Human Resources Director with HR duties including:**
 - Support staff questions related to benefits, time off policies, and the Collective Bargaining agreement with the union.
 - Corresponding with new hires and staff with changes in status
 - Provide backup support for Worker's Compensation paperwork and processing
 - Coordinating paperwork/processing with benefits providers for staff on leave, including FMLA
 - Manage new hire paperwork with the City of Portland HR team.
 - Filing various types of HR Paperwork

Providing general support to the administrative office by answering phone calls regarding general library policy and routing others to appropriate departments.

Occasionally covering some responsibilities of the Assistant to the Executive Director, HR Director, or Finance Manager when needed and as appropriate.

BASIC QUALIFICATIONS

At entry level, the person in this position requires the following:

- Bachelor's Degree with accounting concentration or equivalent combination of education and experience.
- Excellent writing and communication skills
- Ability to work independently on multipart and confidential projects
- Ability to establish and maintain effective working relationships with community organizations, the general public and staff members and to convey information effectively and discreetly.
- Strong service orientation and demeanor appropriate to providing a high level of service to a diverse public

Preferred Skills

- Familiar with state and federal wage and hour laws.
- Familiar with collective bargaining units.
- Ability to easily adjust priorities.
- Nonprofit or government accounting experience.

WORK ENVIRONMENT & PHYSICAL DEMANDS

This position is performed in a busy public library environment and requires regular use of a computer. This position requires the incumbent be on their feet during part of each workday as well as sitting at a computer. This position may require lifting up to 30 lbs.

COMPENSATION & BENEFITS

Hours & Pay: This is a full-time, **37.5 hours per week** onsite position, normally scheduled to work Monday through Friday. Pay is commensurate with experience.

Benefits & Other Details: Excellent benefits package includes health, dental, and vision insurance, retirement options (in lieu of Social Security), and paid leave.

HOW TO APPLY

To apply, please send your resume, letter of interest, and three professional references via email at careers@portlib.org.

Mailed applications may be sent to: Human Resources, Portland Public Library, 5 Monument Square, Portland, ME 04101.

ABOUT PPL - CORE VALUES

Portland Public Library is an equal opportunity employer dedicated to creating a culture that fosters continuous staff development and engagement to reflect the learning role we play for our patrons. We value self-directed growth as well as sharing knowledge and experience, working collaboratively, and communicating openly.

PPL promotes professional engagement with colleagues, with community efforts, and with others in the library field. Every employee of the Portland Public Library strives to offer the highest quality service – externally to library patrons and internally to colleagues.

We are committed to hiring and maintaining a diverse workforce of highly qualified staff to broaden perspectives, promote equity and inclusion, and connect to the breadth of our community. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply.