

## Executive Assistant

The Niagara Falls Public Library is seeking an experienced professional to serve as Executive Assistant. This supervisory position works with Executive Director of the Library and the Library Board of Trustees to perform duties related to personnel: payroll, budgeting, accounting, correspondence and reports. Will assist the Director in grant writing, strategic plan goal setting and policy writing. Will stand in the Director's place when director is absent. Is responsible for supervision of non librarian staff.

The person who is right for this job has excellent communication skills – as a writer, and verbally; is a good listener; is detail oriented, punctual and can manage time effectively; displays original thinking and creativity; is an effective project manager; has a strong grasp of accounting procedures and general bookkeeping and can think strategically. Candidate must demonstrate proficiency and prior experience using an automated accounting system, either Peachtree or QuickBooks. Prior experience with governmental accounting is desirable. NFPL is looking to add a member to our team that can help us strengthen our library's commitment to service excellence for our NF citizens. Preference given to applicants who live within the city of Niagara Falls, New York. Residency is required within six months of appointment.

Minimum qualifications are:

A. Bachelor's degree with three or more years of experience with automated accounting systems, preferably Peachtree or QuickBooks.

or

B. Associate's degree and a minimum of five years of experience with automated accounting systems, preferably Peachtree or QuickBooks.

Desirable qualification:

- Prior experience with governmental accounting
- Knowledge of modern library organizations, procedures, policies, aims and services

Hiring salary for this full time ( 35 hrs/week) position is negotiable with excellent benefits including New York State retirement; medical/ dental / vision insurance; and paid vacation and sick leave.

To apply please submit a meaningful letter of interest addressing each minimum qualification and a resume to [spotwin@nioga.org](mailto:spotwin@nioga.org) Additionally, applications will be accepted by USPS to:

Mrs. Sarah Potwin  
Executive Library Director  
Niagara Falls Public Library  
1425 Main Street  
Niagara Falls, NY 14305

Review of applicants will begin Monday, December 3rd, 2018 and continue until the position is filled.