



## OFFICE SUPERVISOR

### Duties/Description:

The Goodnow Library, located in Sudbury, MA is seeking an enthusiastic, organized, tech savvy individual to manage its busy Business Office. The ideal candidate is unflappable and flexible enough to handle anything that might come their way. You'll be a strong and reliable support to library wide operations and keep things running smoothly. You'll be comfortable managing all aspects of your job both in person and remotely, but this position is predominantly in-person.

The position is 30 hours per week. Goodnow Library is committed to advocating for diversity, equity, inclusion and justice in all spaces, starting with our workplace. We are taking steps to increase the diversity and inclusion within Goodnow. A collaborative space of individuals with multifaceted backgrounds, experiences and opinions offers the best service to our patrons. We recognize there is work to be done. We'd like you to be a part of it.

### Essential Functions:

- Processes bi-weekly payroll;
- Processes invoices using MUNIS® covering operating expenses, state aid, and gift accounts;
- Provides operating budget figures to the Director and Trustees monthly for analysis;
- Assists the Director in the preparation of the budget. Works closely with the Director in obtaining, compiling, and analyzing comparative salary data and other personnel related data;
- Works closely with Director to prepare bids and other contracts;
- Maintains personnel records for all employees; Maintains spreadsheets and organized filing system for all expenditures;
- Oversees ordering of supplies;
- Delivers outgoing mail to Town Hall, and delivers interdepartmental mail back to the library;
- Oversees the Library's Volunteer applications and placement;
- Prepares documents for monthly Trustees meetings.

### Qualifications:

- Up to three years of experience in office management involving accounting, invoice payment, personnel records, and payroll preparation; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.
- Familiarity with public library systems and town government.
- Working knowledge of bookkeeping and financial record keeping.
- Working knowledge of accounts maintenance practices and computer programs used in the work of the office.

### Skills:

- Ability to maintain detailed records and to prepare reports from same.
- Ability to work effectively under time constraints to meet deadlines, and to multi-task.
- Ability to work cooperatively with other staff members and within established guidelines.

- Ability to utilize a wide variety of computer software applications including word processing, spreadsheets, statistical, financial and databases.
- Ability to perform duties independently.
- Ability to compile and maintain comprehensive and accurate detailed budget accounts and financial, personnel, and clerical records.
- Ability and willingness to learn new skills relevant to automated public library operations.

**Salary:** Starting salary range for this position (30 hours/week) is \$27.63 - \$31.00/hr DOQ, (top step in range to \$36.33/hr).

The Town of Sudbury is an equal opportunity employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply.

**Closing Date:** Resumes received by August 18, 2023 will receive priority.

**Send:** Please submit cover letter and resume to Esmé Green by email to: [greenes@sudbury.ma.us](mailto:greenes@sudbury.ma.us)