



Finance & Human Resources Assistant

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

The library currently seeks a **Finance & Human Resources Assistant**. Responsibilities include:

Finance Duties (AP/AR Assistant):

- Performs daily/weekly account payable functions including invoice processing in the City of Hartford's MUNIS system. Code and review all invoices for appropriate documentation and approval prior to processing for payment.
- Verify calculations of accounts payable invoicing; code payments and voucher number accounts before posting. Review all vendor statements to ensure all invoices are received and processed/paid timely. Establish and maintain relationships with new and existing vendors.
- Performs Daily/Weekly accounts receivable functions including daily cash counting from register. Record daily cash activity and prepare weekly deposit worksheet. Prepare weekly deposits and enter deposit entry into MUNIS system. Performs Daily/Weekly cash reconciliations which should balance to the weekly deposit.
- Maintain financial records in compliance with generally accepted accounting principles. Maintain financial records system by scanning and filing records accordingly.
- Maintains open communication with all staff, proactive in collaborative internal communication.
- Performs all other duties as assigned

HR Duties (HR Assistant):

- Facilitate pre-employment & onboarding processes
- Maintain & upload employee records in HRIS systems & file folders (soft and hard copies) in compliant, timely and accurate manner
- Accurately update and provide reports, track departmental information and metrics per specified timelines
- Update HR databases and information e-place
- Assist with HR projects, meetings, and events
- Track and process invoice payments
- Performs all other duties as assigned

QUALIFICATIONS

- Associate degree required
- One to two years of related experience
- Ability to handle sensitive and confidential information
- Strong organizational and time- management skills
- Strong Attention to detail and excellent data entry skills
- Proficiency in Microsoft Office
- Ability to work independently and in a team environment
- Solid written and verbal communication

PREFERRED QUALIFICATIONS:

- Bachelor's Degree preferred
- Experience working in a library

To Apply: Please email resume and cover letter to hpljobs@hplct.org and **FIN/HR Assistant** in the subject line of your email.

Salary Range: \$42,000 - \$44,000 per year DOE

Hartford Public Library is an Equal Opportunity Employer.