

BUCKS COUNTY FREE LIBRARY
JOB POSTING

Job Title: PAYROLL AND HUMAN RESOURCES ASSISTANT

Branch/Department: Administration/Doylestown

Job Classification: Payroll and Human Resources Assistant

Compensation: \$40,000 - \$50,000 annual regular rate
\$37,500 - \$45,000 annual probationary rate

Hours: Full Time

Bargaining Unit: No

Apply by: Open until filled

**Send letter of interest
and resume to:** libraryjobs@buckslib.org

POSITION SUMMARY: The Payroll and Human Resources Assistant assists the Chief Financial Officer with the day-to-day payroll, human resource and clerical operations of a consolidated seven-branch and wider 18-member federated library system. This position provides support to the Chief Financial Officer as a confidential employee and may assist other executive staff as time and priorities allow. The Payroll and Human Resources Assistant processes payroll and employee benefit requests and ensures both are within the parameters dictated by the Collective Bargaining Agreement. This position also provides secretarial and reception support, prepares and maintains financial or related records, and uses various computer programs to process applicable data, forms, and reports for accounting, payroll, and office productivity.

EDUCATION:

- Requires a bachelor's degree in human resources or business related field.
- Requires ongoing continuing education as mandated by Commonwealth Libraries.

EXPERIENCE:

- Three to five years experience in a payroll function with benefit administration. Union/Collective Bargaining and electronic time tracking experience. Non-profit work experience desired.

Please go to [Payroll and Human Resources Assistant](#) for a complete job description.