

Employment Announcement

Marion Public Library

HR/Business Manager Assistant

Marion Public Library & History Center is seeking a dependable, organized, and detail-oriented individual to join our administrative team as an HR/Business Manager Assistant. This part-time position averages **25–32 hours per week** and supports the Library's financial, payroll, human resources, and administrative operations.

Position Summary: We are seeking a professional and personable individual with an accounting, bookkeeping, or business administration background who is eager to learn and contribute to the effective operation of the Library. The successful candidate will be comfortable working with numbers, computers, financial records, and confidential information.

Responsibilities include:

- Assisting with payroll preparation, time records, and personnel documentation.
- Counting and verifying receipts, preparing bank deposits, and maintaining accurate financial records.
- Processing invoices and vendor payments in accordance with established procedures.
- Ordering supplies and services from approved vendors and tracking purchases.
- Maintaining capital asset records and compiling Library and History Center statistics.
- Coordinating meeting room reservations and maintaining booking records.
- Assisting with reports, filing, and other administrative duties.

Qualifications: A bachelor's degree in a business-related field is preferred. Relevant accounting, bookkeeping, payroll, or administrative experience will be considered. Applicants should demonstrate computer proficiency, strong organizational skills, attention to detail, professionalism, dependability, and a willingness to learn. The ability to maintain confidentiality and meet deadlines is essential.

Hours: 25–32 hours per week.

To Apply: Applications are available at the Library Office or on the Marion Public Library website. Please submit a completed application, résumé, and names of 3 professional and personal references, including email addresses and telephone numbers, to:

Jaime Pitt, Library Director
jpitt@marion.lib.in.us

Background Check: Required as a condition of employment.

Opens: October 15, 2026

Closes: Until filled.

Marion Public Library & History Center is an equal opportunity employer.