



Date Posted: 8/5/26 | Application Deadline: open until filled

Job Opening

Rockford Public Library is a customer-driven organization whose employees are committed to providing superior customer service to all library users.

JOB TITLE: Finance/Payroll Assistant

Employment application/resume must be submitted via email:

personnel@rockfordpubliclibrary.org

Download employment application and review benefits summary:

<https://www.rockfordpubliclibrary.org/about-rpl/careers/>

☒ **Full-Time (40 hours/week)**

☒ **Day Shift (Monday-Friday)**

SALARY RANGE: \$45,000 - \$55,000

GENERAL STATEMENT OF DUTIES: Rockford Public Library is seeking a highly detail-oriented, dependable, and collaborative Finance/Payroll Assistant to support the Library's daily financial and payroll operations while providing exceptional service to employees, vendors, and internal departments. Working under the general supervision of the Finance Director, the Finance/Payroll Assistant performs a variety of accounting, payroll, and administrative duties in support of the Finance Department. Responsibilities include processing accounts payable, purchase orders, procurement requests, deposits, payroll transactions, financial reports, and journal entries; reconciling cash receipts and preparing bank deposits; assisting employees and managers with payroll-related questions and training; maintaining accurate financial records in accordance with established procedures; traveling in a timely manner between Library locations and other business-related locations to support financial operations, including assisting with self-checkout and print/fax/skan kiosks, conducting banking-related errands, and picking up or delivering time-sensitive financial documents, materials, deposits, and supplies; and providing administrative support while ensuring accuracy, confidentiality, exceptional customer service, and compliance with Library policies and financial procedures.



QUALIFICATIONS: The successful candidate must possess strong organizational, accounting, customer service, and problem-solving skills, with the ability to work independently, manage multiple priorities, and maintain a high level of accuracy and attention to detail. Candidates must have a working knowledge of accounting principles, including accounts payable, payroll processing, procurement, general ledger transactions, and financial recordkeeping; proficiency with Microsoft Office applications, particularly Excel; strong verbal and written communication skills; and the ability to maintain the confidentiality of sensitive financial and personnel information. The successful candidate must demonstrate professionalism, integrity, discretion, sound judgment, and the ability to establish positive working relationships with employees, vendors, and the public. An Associate's degree or equivalent education is highly desirable; one to three years of related experience or training in accounting, bookkeeping, payroll, or finance is required. Experience with governmental, municipal, library, or other public sector accounting, payroll, or financial operations is highly desirable. The ability to travel in a timely manner between Library locations and other business-related locations to perform essential job duties and to communicate clearly and effectively in English, both verbally and in writing, is required.

ROCKFORD PUBLIC LIBRARY HIRING PROCEDURES: Each opening within the Rockford Public Library is posted for a specified period of days. Anyone may apply for the position during that posting period unless designated "Internal Posting Only." At the end of that time, all applications will be reviewed, and qualified candidates will be identified. When there are applications from a department of the Rockford Public Library, these applications will be considered first. **All applicants must complete an employment application to be considered for employment.** Employment application, resume, and cover letter must be sent via email to personnel@rockfordpubliclibrary.org by the expiration date. All employees hired after November 6, 1986, are subject to employment verification using the U.S. Immigration and Naturalization Service I-9 Form. Statement of Policy on Equal Opportunity: Rockford Public Library is committed to hiring and employing without regard to race, color, religion, natural origin, sex, ancestry, age, or non-job-related disability. Individuals needing a disability-related accommodation for interviews should request them in advance.

Requesting Department: Administration/Finance **Classification:** Non-union/Non-exempt



Budgeted Replacement



Budgeted Addition

Approved by:

Human Resources Director