Location: Caroline County Public Library
100 Market Street, Denton, MD 21629

Job Title: Office Coordinator

Responsibilities: The Caroline County Public Library seeks an experienced and knowledgeable person to join the administrative team in the position of Office Coordinator. The Office Coordinator works closely with the Executive Director, manages the library's finances, serves as the human resources coordinator of benefits and compliance issues, and assists management with physical plant maintenance. Detailed knowledge of QuickBooks accounting, general finance, and human resources management, and strong written and verbal communication skills are required.

Requirements: A Bachelor's degree, a minimum of 5 years' experience in accounting/administrative assistance, or an equivalent combination of education and/or experience.

Salary: Starting salary $42,000 – 50,000. Benefits include health and dental insurance, as well as participation in the Maryland State Retirement System.

Application Process: Submit a cover letter, resume, and three professional references to employment@carolib.org. This position will be open until filled.

The Caroline County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to race, color, religion, age, sex, marital status, national or ancestral origin, sexual orientation, or disability in accordance with applicable laws. This policy is applicable to all aspects of employment, including recruitment, hiring, training, and promotions.

The Caroline County Public Library complies with the ADA. Applicants who require reasonable accommodation in the application and/or interview process should contact the Library at 410-479-1343 prior to submitting an application or resume.

The Caroline County Public Library is a drug free/smoke free facility.

View complete job description at: www.carolib.org