

CONFIDENTIAL ASSISTANT/ BOOKKEEPER (15-20 hrs/week) 13.00/hr

Job Summary

Under supervision of the Library Director, the Confidential Administrative Assistant/Bookkeeper will oversee all financial tasks of the library, including posting and payment of bills, preparation of staff payroll, preparation of purchase vouchers and preparation of monthly financial statements for library board meetings. This person is responsible for verifying accuracy of figures and computations and balancing and reconciling all of the library's accounts.

Duties and Responsibilities

1. Posting and payment of bills.
 - a. To be completed in a timely and accurate manner.
 - b. To be in compliance with local, state and federal regulations.
2. Preparation of staff payroll.
3. Preparation of monthly and annual financial reports for the Library Director, the Library Board Treasurer and the Library Board of Trustees meetings.
4. Prepares reports for local, state and federal government filings in a timely and accurate manner.
5. Gathers documentation necessary for the completion of the library's annual audit.
6. Assists the Library Director in gathering financial information necessary for the completion of the library's annual state report.
7. Assists the Library Director in budget development and related matters.
8. Oversees and balances the cash drawer on an on-going basis.
9. Prepares and makes bank deposits for the library.
10. Maintains and files all of the library's financial documents.

Additional Duties

1. May be asked to purchase equipment and/or supplies with director's approval.
2. Sorts, processes and distributes mail and MORE consortium items, as necessary.
3. Maintains knowledge of library policy and procedure and carries them out accordingly.
4. Maintains working knowledge of the circulation system in order to assist at the circulation desk as necessary.
5. Assists and carries out other assignments necessary for the proper operation of the library.

Qualification and Requirements

1. College or technical school degree in accounting or bookkeeping OR equivalent experience in bookkeeping.
2. Thorough working knowledge of generally accepted accounting principles and QuickBooks Accounting Program.
3. Strong working knowledge of computers, especially spreadsheet and word processing software.
4. Ability to follow written and oral instruction.
5. Ability to interact in a consistent, professional and effective manner with other library staff members and the public.
6. Ability to create a good impression of the library.
7. Ability to establish good patron rapport.
8. Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously.

Physical Requirements

1. Be able to stand for an extended period of time.
2. Be able to manipulate a computer keyboard.
3. Be able to carry a stack of books weighing up to 15 pounds.
4. Be able to read titles on shelves and print on a computer screen.
5. Be able to manipulate a book truck and/or book drop weighing up to 300 pounds.

Work Environment

The duties of the bookkeeper will primarily be carried out in the office area of the library, and will include nearly continuous use of a computer. An occasional shift working in the circulation work area will be necessary. As such, the bookkeeper should be able to work well independently, allowing for interruptions and the occasional assistance of a library patron.