



Full Charge Bookkeeper, Part Time (12 hours/week)

PURPOSE OF POSITION

The Full Charge Bookkeeper will be responsible for recording and reporting all financial transactions, including bank reconciliations, budget preparation and cash flow projections, and IRS forms (Form 990, 1099). The position will work closely with the Office Manager, Library Director, and Board Treasurer in monitoring the budget and analyzing financial reports.

The ideal candidate will be experienced in handling a wide range of administrative and accounting related tasks, including bookkeeping, payroll, and accounts payable. A thorough understanding of QuickBooks and being willing to update financial operations within the library is a must. This position requires excellent organizational skills, flexibility, the ability to work independently, and the enjoyment of working with a diverse group of people.

ESSENTIAL JOB FUNCTIONS

- Enter A/P vendor invoices and other bills
- Prepare and analyze financial statements and reports
- Grant Tracking and reporting
- W-9/1099 collection and reporting
- Prepares and organizes financials for IRS Form 990 annual return
- Assemble information for external auditors for the annual audit
- Record cash receipts and make bank deposits
- Conduct account reconciliations to ensure accuracy
- Post journals entries
- Maintain the petty cash fund for events
- Tag and monitor fixed assets
- Prepare monthly and annual reports
- Maintain an orderly cloud based and/or paper filing system
- Enter monthly and annual budget amounts into accounting system
- Comply with local, state, and federal government reporting requirements
- Oversee the payroll process
- Other administration jobs as assigned

JOB QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. The Full Charge Bookkeeping candidate should have at minimum an Associate's degree in accounting or business administration, or equivalent business experience, as well as knowledge of bookkeeping, QuickBooks, and generally accepted accounting principles.

KNOWLEDGE AND ABILITIES

- Strong oral and written communications skills
- Bookkeeping experience, 2+ years
- QuickBooks experience, 2+ years
- Bachelor's degree in accounting preferred
- Non-Profit experience preferred
- Punctual and dependable in order to meet the needs of the library
- Keeps records accurately
- Ability to exercise sound judgment, tact, and confidentiality
- Organizes work for efficient use of time
- Ability to word process and type with reasonable speed and accuracy

PHYSICAL DEMANDS OF POSITION

Duties require the physical ability to bend, stoop, reach, and climb. Manual dexterity and coordination are required to operate a computer keyboard, calculator, and standard office equipment for over 90% of the work period. Clarity of speech, hearing, and vision, with or without reasonable accommodation, is required to enable the employee to communicate effectively with coworkers and the public.

WORKING CONDITIONS

The principal duties of this position are performed indoors in close quarters with other persons. Sounds from adjacent work areas will be ongoing.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

The Full Charge Bookkeeping candidate should have at minimum an Associate's degree in accounting, or equivalent business experience, as well as expert knowledge of bookkeeping, QuickBooks, and generally accepted accounting principles.