

## Bookkeeper

**Department:** Administration

**Reports To:** Administrative Assistant

**Status:** Part Time/Non-Exempt

**Pay Grade:** VIII

**Supervises:** N/A

**Revised:** 11/09/2020

### Job Summary

Performs the accounting activities of the Library including payables, receivables, and general ledger. Prepares information and reports. Oversees accounts payable and processing invoices for the Library.

### Competencies

- Strong work ethic- Demonstrates positive habits such as arriving to work on time, stays motivated and focused, and finishes tasks on time
- Good communication skills- Listens to and understands what others are saying, asking for any needed clarification. Projects positive body language and facial expressions; writes messages, reports, and other types of documents with clarity and efficiency. Relays information using visual aids or graphic tools, if required
- Teamwork-Balances team and individual responsibilities; exhibits objectivity and openness to others views; gives and welcomes feedback; helps in building a positive team spirit; puts success of the team above own interests; contributes to Library morale and group commitments to goals and objectives; supports everyone's efforts to succeed
- Problem solving skills-Uses personal knowledge and experience to find answers to pressing problems; formulates effective solutions
- Flexibility-Demonstrates adaptability, is willing to change and learn (Is teachable), accepts new things
- Organizational Awareness-Ability to develop a clear strategy to getting things done based on an understanding and general knowledge of the Library

### Essential Functions & Responsibilities

#### Primary Responsibilities

- All general ledger preparation, input and reporting. Maintains business files in accordance with legal requirements
- Assures the accurate handling of money, including gathering, counting, depositing, distributing, and maintaining records of cash.
- Responsible for all activities related to accounts payable. Gathers financial and statistical information of many types, organizes and preserves it as appropriate and creates related reports for all necessary meetings
- Takes an active role in the library's yearly audit
- Able to discuss and explain accounting related processes
- Demonstrates commitment to the library's mission by helping with ongoing projects and other organizational initiatives

**Working Conditions**

- This job operates in a professional office environment in a building with standard temperature levels. The noise level is usually moderate, but can change depending on specific programming. This role uses standard office equipment
- While performing the duties the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds

**Required Education and Experience**

- Associate's Degree in Accounting or equivalent
- Minimum of 2 year related clerical accounting or finance experience in a comparable business, organization, or library
- Knowledge of clerical bookkeeping or accounting principles and practices
- Ability to perform detailed work with numerical data and perform computations rapidly and accurately
- Strong computer skills, including but not limited to Microsoft Office/Excel
- Ability to work a variety of hours including evenings and weekends
- Ability to work independently as well as collaboratively

**Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, working conditions and activities may change or new ones may be assigned at any time with or without notice

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Employee's Signature

Date