

Position Title: Bookkeeper

Department: Administration
Reports To: Director
Hours: Part-Time (25 hours/week)

Job Classification: 112
FLSA Status: Non-Exempt
Certification Level: N/A

POSITION SUMMARY:

Under the general direction of the Library Director, the bookkeeper assists with the overall financial operations of the library and follows established State Board of Accounts accounting procedures for all financial transactions. Duties include preparing the cash drawer, reconciling and recording daily receipts, accounts payable/receivable duties, creating and making bank deposits, assisting with bank reconciliations, assisting with payroll processing and benefits administration, onboarding of new staff, cash flow planning, bond administration, cash handling and internal control functions and training, capital asset management, and general reporting and compliance requirements. Serves as liaison during audit periods.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

EDUCATION AND CERTIFICATION REQUIREMENTS:

- Associates degree in Accounting or Finance or equivalent work experience
- Notary Public Commission Certificate, strongly preferred

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Three years accounting experience, library preferred
- Experience with AVC Accounting software preferred, but not required
- Strong familiarity with Google Workspace products
- Active notary commission with the Indiana Secretary of State strongly preferred
- Strong attention to detail and accuracy
- Excellent organization and time management skills
- Strong cash handling skills and ability to train others
- Excellent verbal and written communication skills
- Ability to maintain confidentiality of employee records and other sensitive information
- Ability to prioritize workload, manage time effectively, and meet deadlines

ESSENTIAL DUTIES:

- Assists with opening the cash drawer daily;
- Reconciles daily transactions with various financial reports;
- Accurately records daily receipts and performs internal audits to ensure accuracy;
- Assists in preparing bank deposits and serves as primary depositor;
- Processes library invoices and fund account transactions for Library Director review;
- Prepares payment of claims for approval at monthly board meeting;
- Submits timely payments in accordance with established procedures and resolutions;
- Assists with payroll processing and benefits enrollment/ administration;
- Assists with monthly bank reconciliations and monthly SBOA uploads;

- Assists with onboarding new staff;
- Monitors cash flow;
- Assists with administering library bonds and bonding process;
- Serves as liaison during audit periods;
- Responsible for capital asset management and maintaining capital asset ledger;
- Assists in preparing reports for the monthly Library Board meeting;
- Organizes relevant files, reports, and documents according to established filing system;
- Maintains financial records as prescribed by law and generally accepted rules of accounting;
- Maintains strong internal controls and cash handling principles;
- Develops and conducts staff training in cash handling principles and internal controls;
- Attends training relevant to job duties and assignments;
- Assists with creating and maintaining departmental procedural manual;
- Submits relevant reports in a timely fashion and as required;
- Performs other tasks and special projects as assigned by the Library Director

GENERAL KNOWLEDGE AND EXPECTATIONS:

- Extensive knowledge of standard bookkeeping/fund accounting practices and procedures;
- Proficiency using computer system and automated payroll system, email, internet, Google Workspace and other computer applications relevant to the position;
- Excellent interpersonal skills, with proven ability to serve the public with friendliness, tact, and diplomacy;
- Strong oral and written English communication skills, including presentation and instructional skills;
- Ability to establish and maintain effective and cordial working relationships with staff, customers, and vendors;
- Robust organizational, clerical, and problem-solving skills and is able to work independently and efficiently with minimal supervision;
- Collects and maintains relevant library statistics;
- Attends and participates in staff and departmental meetings;
- Maintains a neat, clean, and professional appearance;
- Complies with library policies and procedures; supports and contributes to overall library mission and strategic goals;
- Maintains reliable attendance by arriving to work as scheduled and on time;
- Various duties as assigned.

WORKING CONDITIONS:

This position is primarily performed in an office environment. Applicants must possess the physical dexterity and mobility to work throughout a large, fast-paced service area; must be able to safely carry items and maneuver carts weighing at least twenty pounds, with some bending, stretching, and reaching included.

Background investigations are required, however a criminal history will not necessarily exclude an individual from consideration for a position or from continuing employment. A credit check may be required for this position.

POSITION HOURS:

This is a part-time position requiring 25 hours per week. Hours are generally set at 8am-1pm, Monday - Friday, but may vary as required. Attendance at the monthly library board meeting (3rd Tuesday at 7:00 pm) may be required.

SALARY:

This position is classified as a Level 112 on the Library's salary schedule.

Salary range begins at \$32,500 and is commensurate with experience.