



Job Title: Bookkeeper

Reporting to: Library Director and Finance Committee

Salary and Benefits: Competitive wage commensurate with qualifications;
Benefits include health insurance, company IRA, and paid time off.

Hours: 20 hours per week

Location: Office space as assigned in organization's building

Purpose of the position

The bookkeeper supports the fiscal and human resource management of the library by maintaining the financial records of the organization and producing standard and custom reports of financial activity and administering employee benefits.

Responsibilities & duties

■ Financial Records –

- processing payroll including paid time off accruals
- accruing and paying accounts payable, preparing checks for the Treasurer's signature
- recording and depositing incoming funds from sources including gifts, fund drives and endowment proceeds as received from the donor database manager
- maintaining a general ledger with any subsidiary files as may be required
- generating financial reports, including a monthly Balance Sheet, Profit & Loss Statement, Cash Flow Report and a Budget to Actual Comparison
- maintaining all financial records in accordance with the policies set forth in the Accounting Manual of the library
- performing timely bank reconciliations and journal entries including accruals and depreciation when appropriate
- maintaining merchant services accounts and recording their receipts and expenses in coordination with the donor database manager
- assisting the CPA with the annual audit
- assisting with budget preparation
- maintaining adequate internal controls and confidentiality
- maintaining electronic and paper filing system to support financial records

Employee Benefit Administration –

- Using library policies, calculate paid time off accruals and maintain records for individual employees including recording in payroll records
- Using library policies, administer the SIMPLE IRA Plan by notifying employees of legal status, recording and maintaining voluntary contribution records and corresponding payroll deductions
- Using library policies, administer disability insurance benefits by notifying employees of legal status and maintaining records
- In coordination with the Town Benefits Administrator, maintain the voluntary payroll deductions for the 125 package including health, dental, vision, and life insurance.
- In compliance with regulation, maintain coverage and records for Worker's Compensation Insurance.

Qualifications

Essential	Desirable
Knowledge of standard accounting principles and procedures	Familiarity with non-profit accounting principles and procedures
Knowledge of relevant legislation and regulatory requirements	Knowledge of relational database function and use
Working knowledge of relevant accounting computer applications or high aptitude for learning same	Knowledge of QuickBooks
Proficiency in MS Office and electronic communication	

Work experience & skills

Essential	Desirable
Minimum two years full charge bookkeeping experience	Nonprofit administration
Employee benefits administration	Working with volunteer boards and groups
Experience in office procedures and equipment use	

Personal qualities & behavioral traits

Essential	Desirable
Ability to be a team player and yet have the motivation to work independently with minimal supervision	Ability to initiate appropriate change and innovation while motivating others
Written and verbal communication skills that demonstrate clarity, courtesy and professionalism	Enthusiasm for the mission of the library
Sound decision making, prioritization skills, ability to maintain confidentiality	Ability to explain complex or narrowly specific ideas to a general audience
Conscientious with an eye for detail and accuracy	

Relationships

With	Purpose
1. Library Director and Finance Committee	To fulfill the stated purpose of the accounting manual
2. Library Staff	To provide payroll and benefit services in accordance with library policy
3. Board of Trustees	To provide financial and benefit information in accordance with governance needs
4. Friends of the Eldredge Public Library Board	To provide financial information and coordination in accordance with joint organizational needs

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.