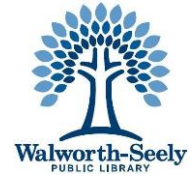


Walworth-Seely Public Library

Job Description for Bookkeeper



General Statement of Duties:

The work involves the performance of routine bookkeeping duties necessary for the proper organization and record keeping of the library's finances. Work is performed under direct supervision of the Library Director and oversight by the WSPL Board of Trustees Finance Committee. All library staff should present the library as "a comfortable community space that encourages everyone to create, connect, and discover."

Essential Job Functions:

- Prepare vouchers and checks for signatures on all invoices
- Enter and balance all financial data into Quickbooks
- Run financial reports for the director as requested, including monthly Profit & Loss reports and Balance Sheets
- Print out monthly bank statements
- Reconcile monthly bank accounts
- Attend monthly meetings
- Coordinate with the Library Director to complete bank deposits on a regular basis
- Prepare abstract for monthly Board of Trustees meetings
- Prepare annual data for the CPA for the completion of the 990 including the auditor's inventory
- Maintain financial files each month according to library filing rules and Document Retention Policy
- Adhere to and enforce library policies
- Other duties as assigned by the Library Director

Required Attributes:

- Attention to detail
- Ability to switch tasks quickly and effectively, and adjust to changing situations
- Ability to perform tasks consistently, in accordance with policies/procedures
- Working knowledge of business arithmetic
- Working knowledge of library operations, services, and filing rules
- Excellent computer skills: searching, email, use of Microsoft office suite and Google Drive
- Tact and courtesy in dealing with staff and public
- Ability to establish good rapport with all ages in groups or individually
- Initiative, versatility, flexibility, adaptability
- Excellent communication skills, both verbal and written
- Ability to understand and follow oral and written instructions
- Working knowledge of office terminology, procedures and equipment as applied to library clerical work
- Ability to use and troubleshoot the hardware in the library, including computers, printers, copier, etc

Minimum Qualifications:

- A. High school graduate or possession of a high school equivalency diploma; or
- B. Two years of clerical/bookkeeping experience; or
- C. An equivalent combination of training and experience.

Preferred Qualifications:

- A. Previous bookkeeping experience
- B. Previous experience working with Quickbooks Online

Compensation and Benefits

- Starting at \$20.00 per hour
- Approximately 15 - 20 hours per month
- Eligible for NYS Retirement System
- Paid Time Off after one year of service
- Sick Time accrual will begin upon hire
- Membership in The Employee Assistance Program (EAP) for training and free resources