

**Joseph T. Simpson Public Library**  
**Bookkeeper Job Description**  
**Adopted November 28, 2017**

**Summary of Responsibilities**

Part Time, 10-15 hours per week

Non-exempt

Performs general bookkeeping and accounting work and prepares, compiles, and maintains financial records and reports and analysis. Administers accounts payable and receivable using QuickBooks and process payroll through payroll service.

**Education**

Two or more years of college with concentration in bookkeeping or accounting preferred and three years of progressive bookkeeping or accounting experience. Nonprofit experience preferred.

**Immediate Supervisor**

Executive Director

**Required Knowledge, Skills, and Abilities**

1. Experience in bookkeeping or accounting and payroll required.
2. Familiarity with QuickBooks and Microsoft Word and Excel essential.
3. Ability to deal with the public and staff in a courteous, friendly, and informative manner both in person and on the telephone.
4. Ability to organize materials, time and establish priorities.
5. Good written and oral communication skills.
6. Knowledge of record management procedures and techniques.
7. Dependable, efficient, detail oriented, and accurate.
8. Ability to work under pressure and meet deadlines.
9. Ability to write clear and concise reports.
10. Knowledge of bookkeeping principles and practices.

**Essential Duties and Functions**

1. Administers accounts payable and receivable, and journal entries using QuickBooks.
2. Oversees monthly bank reconciliation completed by another library staff member.
3. Inputs payroll data, including vacation and sick leave balances.
4. Issues weekly checks for invoices using QuickBooks.
5. Maintains and reconciles petty cash account.
6. Maintains budget accounts and supplementary records, performing all necessary computations.
7. Maintains detailed records for grant expenditures.
8. Posts, reconciles, and verifies monthly billings, invoices, etc.
9. Prepares financial reports.
10. Provides information to accountant for yearly audit.

11. Remits pension, medical insurance, and United Way payments.
12. Reports and pays sales tax to state and reviews reports to ensure that federal, local, and state payroll taxes have been deducted by the payroll service.
13. Plans, directs, and coordinates the financial operations of the library, including oversight of payroll and related taxes, investment, and account maintenance.
14. Prepares financial, and accounting records
15. Oversees payroll process including submitting biweekly payroll, working with payroll service, and reviewing payroll reports.
16. Monitors the budget and alerts the director to discrepancies and problems.
17. Consults with the treasurer of the board as needed.
18. Assists with preparation of annual budget.
19. Responsible for account transfers and reconciliations.
20. Insures accuracy of monthly financial reports.
21. Ability to accurately compute mathematical functions.
22. Ability to type and use computer equipment (i.e. keyboards, light pens, printers, etc.) and photocopiers.
23. Attends continuing education programs and monthly staff meetings.
24. Other projects and responsibilities may be added at the supervisor's discretion.

#### **Working Conditions and Physical Demands**

1. Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, lift and carry.
2. Use hand and finger motion with enough manual dexterity to use computers and handle library items.
3. Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.

#### **Employment Clearances**

Must have FBI criminal history, Pennsylvania Child Abuse and Pennsylvania State Police Criminal History clearances that qualify the individual for employments as outlined in the library system's Employee Clearances policy.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.*