

# Chatham Area Public Library District

## JOB DESCRIPTION

Title: Bookkeeper  
Title of Supervisor: Library Director

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### **JOB SUMMARY**

The employee in this position is responsible for the overall accounting and bookkeeping of the Library accounts.

### **JOB DUTIES AND RESPONSIBILITIES**

#### ***Bookkeeping Duties:***

- Provides on-going accounting and bookkeeping support for the day-to-day business operations of the Library
- Works extensively on QuickBooks processing accounts receivable and payable, invoicing, processing payroll, generating profit and loss statements, inputting organizational and project budgets, and performing other bookkeeping duties
- On a bi-weekly basis, pays all employees. As needed, pays tax liabilities and prepares payroll tax returns. Maintains employee sick leave and vacation allowances.
- On a monthly basis, deposits all funds received for fines, fax usage, computer printing, copy machine, and other deposits, as needed
- On a routine basis, reconciles collected cash from cash register and computer lab fees to receipts
- Manages the ordering and distribution of the office supplies
- Balances monthly bank statements
- Prepares the treasurer's report for monthly Board meetings
- Prepares purchase orders with assurance that they are within the budgetary spending parameters of the Library for the Library Director's signature
- Reports on budget to actual operations in a timely and accurate manner
- Recommends and informs the Library Director of current or needed financial policies as they relate to operations, programs, and special activities
- Prepares regular, statistical and special financial reports as needed by the Library Director or Library Board
- Manages the inventory of Library furniture and equipment

#### ***Annual Duties***

- Assists with annual audit
- Prepares Receipts and Disbursements Report
- Prepares the Annual Report (IPLAR)
- Assists with Per Capita Grant report
- Assists with Budget preparation
- Prepares semi-annual pension payments.

- Prepares W2's and W3's for tax returns.

### ***Administrative Duties***

- Prepare time cards
- Prepare monthly statistics report
- Oversee asset management
- Maintain subscription database
- Assist in preparation of Board Packets
- Sort & open mail while director is out of the library
- Call for copy machine repair or maintenance
- Maintain membership dues and membership contacts for the Friends of the Library
- May perform other duties and responsibilities as assigned within the scope of the position or level of expertise.

### ***Knowledge, Skills and Abilities:***

- Extensive knowledge of general office, accounting and bookkeeping practices and procedures and computer programs relating to the same, specifically the newest versions of QuickBooks and Microsoft Office
- Thorough skill in the application of accounting principles to the development and maintenance of fiscal and accounting records
- Extensive knowledge of spreadsheets and word processing programs in order to analyze and organize accounting and fiscal data for reports
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with other employees, supervisors, and contacts throughout the community
- Ability to organize and prioritize the duties of the position and efficiently complete the responsibilities of the job
- Must possess a reputation of honesty, integrity, and reliability

## **POSITION QUALIFICATIONS**

### ***Minimum Education, Training and Experience:***

Two years of college education in accounting, bookkeeping or a related field from a program accredited by a regional accrediting agency recognized by the U.S. Department of Education; or three years of relevant bookkeeping experience; or any combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities is required.

Experience with QuickBooks and Excel is required.

Bookkeeping and accrual accounting experience in a nonprofit or government setting is desired.

This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.