

JOB DESCRIPTION

Bookkeeper - Saranac Lake Free Library

Part-time position that is responsible for organizing and maintaining accounts payable and receivable at the Library. Performs all other related work as required.

Immediate Supervisor: Director

Job Category: Part-Time

Pay Category: Hourly

Essential Job Functions

- Prepare received invoices for payment following generally accepted accounting principles and library policies and procedures; maintain records accordingly
- Prepare monthly financial statements for the Treasurer prior to Board meetings
- Collect and count receipt of payment for fines, printer/copier fees, or other library transactions
- Record cash receipts and disbursements
- Reconcile accounts
- Make weekly bank deposits
- Process bi-weekly payroll
- Assist with Annual Membership Appeal and Year End Appeal
- Help prepare annual NYS library report
- Provide coverage at the Circulation Desk as needed, answering telephone and onsite requests; assist library patrons with various needs
- Operate standard office equipment, technology, and machinery, with ability to perform basic trouble-shooting
- Sort mail and distributes to appropriate staff
- Other duties as assigned

Qualifications

- Associate degree in business or related field
- Two years of experience in an equivalent position
- Software/Technology: QuickBooks, Microsoft Office applications including Excel

Physical Qualifications

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

- Work is performed in a busy library setting, subject to moderate noise.
- Must be able to walk, sit, stoop, reach, stand, talk, listen, and use equipment such as a computer, telephone, fax machine, and photocopier.
- Normal vision requirements.