



Bookkeeper

Position Description: To conduct support services of the Library including bookkeeping and payroll activities; to perform a variety of technical and clerical library work.

Responsibilities and Expectations:

Position-Specific

Bookkeeping

- Ensures the timely processing of all accounts payable in coordination with the San Juan County (SJC) auditor's office
- Maintains all accounts payable-related information and files
- Prepares quarterly returns and payments for state use tax
- Oversees cash handling and credit card procedures
- Manages miscellaneous revenue deposits in coordination with the SJC auditor's office
- Oversees and reconciles Library District bank accounts
- Initiates fund transfers through SJC treasurer's office as requested by director
- Prepares and submits necessary reports to appropriate government agencies
- Prepares financial reports for the monthly meeting of the Board of Trustees and as requested
- Maintains the records retention and destruction schedules for financial records
- Assists with budget preparation as requested
- Acts as primary contact with state auditor's office, files annual reports, and assists with periodic audits
- Coordinates with development director on donation financial tracking and records
- Performs other related duties as assigned

Payroll

- Prepares monthly payroll information and coordinates with SJC auditor's office to ensure correct and proper payroll for all Library staff
- Provides new and updated personnel and payroll information to County auditor's office as needed
- Oversees payroll information files
- Oversees all payroll-related information including but not limited to salaries, retirements, and other payroll benefits
- Oversees and processes benefits including medical, life, and disability insurance, and optional flexible spending accounts for District personnel
- Assists director in new employee in-take
- Oversees personnel files
- Maintains the records retention and destruction schedules for employee records

General:

Customer Service

- Provides accurate and consistent access to information, materials, services, and programs to patrons and co-workers in a timely manner and with a good attitude
- Makes accurate referrals to co-workers, supervisor, or other community agencies as appropriate
- Interprets policies and procedures to public in a customer-responsive manner

Library Operations

- Observes safety hazards and emergency procedures
- Observes library policies
- Identifies problems and reports appropriately to Director
- Operates all office equipment and performs necessary office procedures utilizing printer/copier, answering machine, phones, and others as appropriate
- Follows all opening and closing procedures
- Performs a variety of duties supporting the overall operation of the library as assigned

Professionalism

- Maintains general knowledge of library online and print resources, collections, services, and programs.
- Attends workshops, trainings, and conferences as appropriate
- Participates in staff development activities
- Continually strives to increase job-related skills and knowledge
- Shares professional information with co-workers
- Adheres to library standards for conduct and work performance as well as the ALA Code of Ethics and the Library Bill of Rights

Teamwork

- Works cooperatively and pleasantly with co-workers, volunteers, and supervisor
- Displays flexibility in working with others
- Effectively communicates with co-workers
- Takes initiative
- Makes positive suggestions for solutions to problems
- Participates constructively in meetings
- Recognizes co-workers and volunteers for work well done

MINIMUM REQUIREMENTS

- Two (2) years' skilled bookkeeping experience
- Two (2) years' QuickBooks experience for an organization
- OR Any combination of education and experience which would provide the required knowledge and skills and allow successful performance of the job
- Ability to comply with regulations and standards governing financial activities
- Use of basic office equipment (e.g. PC, printer/copier, phone, etc.)
- Proficiency in MS Office Suite skills (e.g. Word, Excel)

- Strong interpersonal skills
- Efficient, resourceful, flexible, and self-directed
- Strong in verbal and written communications
- Positive attitude and professional integrity
- Must pass criminal background screening upon hiring

PREFERRED REQUIREMENTS

- Prior library experience
- Washington Junior Taxing District experience
- BARS accounting experience