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| I:\LOGO\Final New Logo- for staff use\High res\White background\SJILIB_logo_side_by_side_WHBG.png  | **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
* Projects monthly health benefit expenses
* Manages and maintains BARScodes for budget
* Prepares quarterly returns and payments for state use tax
* Oversees cash handling and credit card procedures
* Maintains cash drawer supply
* Properly records and deposits incoming revenue as needed in coordination with the SJC auditor's office.
* Oversees and reconciles bank and fund accounts
* Prepares and submits necessary reports to appropriate government agencies
* Prepares and reconciles monthly financial reports
* Presents financial reports at monthly meetings of the Board of Trustees, and as requested
* Tracks and coordinates grant monies and reimbursable expenses as needed
* Maintains financial records in accordance with state retention schedules.
* Assists director with annual budget preparation as requested
* Coordinates with development director on donation financial tracking and records
* Acts as primary contact with state auditor’s office, files annual reports, and assists with periodic audits
* 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 staff
* Provides new and updated personnel and payroll information to SJC auditor’s office as needed
* Oversees payroll, hiring, and insurance files
* Oversees all payroll related information including but not limited to dates of hire, salaries, COLAs, terminations, paid time off balances, and other payroll benefits
* Oversees and processes benefits including medical, life, and disability insurance, and optional flexible spending accounts for personnel
* Assists director in new employee in-take
* Maintains employee records in accordance with state retention schedules.

**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, telephones, and others as appropriate
* Follows all opening and closing procedures as needed
* 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 supervisors
* 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
* Proficiency in MS Office Suite skills (e.g. Word, Excel)
* Efficient, resourceful, flexible, and self-directed
* Must pass criminal background screening upon hiring

PREFERRED REQUIREMENTS

* Washington Junior Taxing District experience
* BARS accounting experience
* Knowledge of Eden software
* Prior library experience