

Library Bookkeeper – New Milford Public Library, New Milford. 18 hours per week. Proficient in MS Word and Excel; experience using QuickBooks. Accuracy with numbers, excellent oral and written communication skills, and strong organizational skills required. Job includes accounts payable; budgeting; reports; account reconciliation; payroll and benefit recording and attendance at Board meetings as needed.

Minimum of B.A. including accounting courses and two years' related experience required. \$19.31/hour. **Apply by August 26th** to Sally Tornow, Library Director, New Milford Public Library, 24 Main St., New Milford, CT 06776, at stornow@biblio.org. See below for full job description.

The New Milford Public Library is an Equal Opportunity Employer.

NEW MILFORD PUBLIC LIBRARY

BOOKKEEPER

JOB SUMMARY

Department: Library Administration
Schedule: Part-time, 18 hours per week
Salary: Set at beginning of fiscal year
Employment status: Non-exempt, hourly

GENERAL STATEMENT OF DUTIES

Maintains a record-keeping system for all library finances using generally accepted accounting principles.

SUPERVISION RECEIVED

Works under the direction of the Library Director. Departure from established rules and procedures is reviewed with the Director in advance of action.

MAJOR DUTIES

Maintains a general ledger (includes income, expenses, payroll and investment finances)
Prepares monthly trial balance
Monitors budget accounts and town appropriations
Verifies statements, invoices, purchase orders, and pays all bills
Collects, logs and deposits receipts
Collects and reconciles money for Town Recycling Center
Reconciles all bank accounts and cash investment accounts monthly
Reconciles mutual fund investment accounts quarterly
Prepares monthly Treasurer's reports for Board of Trustees and it's Finance Committee
Compiles data for budgets and state reports
Prepares reports and record-keeping for any audits
Reconciles petty cash account
Maintains vendors file
Requests funds from Town to pay monthly accounts payable
Provides customer service with a goal of excellence
Responsible for record retention in accordance with State guidelines

MINOR DUTIES

Serves as fiscal agent for all grants
Assists with budget preparation
Maintains an up-to-date manual of procedures
Performs other duties as required

REQUIRMENTS AND QUALIFICATIONS

Knowledge and Ability: Thorough knowledge of accounting procedures
Ability to keep a general ledger and related accounting reports
Knowledge of accounting software (QuickBooks Pro preferred) and spreadsheets (Excel preferred)
Knowledge of Microsoft Office products
Excellent communication skills
Ability to sit at a desk or stand and work continually for extended periods of time while performing job functions, including repetitive computer work
Ability to lift and carry documents, office equipment weighing up to 20 pounds and books on and off site

Experience: Minimum one year of bookkeeping experience

Education: Minimum of associate degree from a certified business school or Bachelors degree with accounting major

Approved by Library Board of Trustees: 3/21/2012