



Position: Accounting Clerk

Appointment: Full-Time, Hourly

Weekly Hours: 32-40 hours per week

The Accounting Clerk performs routine accounting and bookkeeping. This involves calculating, posting and verifying financial data, maintaining accounting records. The Associate needs to be a dynamic, energetic, and creative person, capable of working independently and as part of a team.

Supervision: The clerk reports directly to the Library Director; may at times receive directions from the Library Manager.

Responsibilities include, but are not limited to:

- Prepare, review, process and maintain routine accounting documents, records and files.
- Maintain and reconcile expenditures and prepare payment vouchers.
- Utilize trial balances and prepare monthly and annual reports of a routine nature.
- Review, investigate and resolve routine accounting discrepancies.
- Maintain and monitor the inventory of fixed assets, including tagging purchases, entering additions, depreciation and disposals, and tracking.
- Conduct monthly financial reconciliations as assigned.
- Reconcile fines and fees of daily logs to finalize deposits.
- Prepare and submit deposit reports.
- Act as liaison to Friends of the Library Treasurer.
- Maintain Employee Records.

Additional Duties, Responsibilities:

- Cover the circulation desk as back-up when need.
- Attend staff and committee meeting, providing input and suggestions.
- Respect the confidentiality of library users and records.
- Assist library toward vision, mission, and strategic goals.
- Assist with special projects and programs.

Required Knowledge, Skills and Abilities:

- Demonstrates knowledge of principles and practices of financial record keeping.
- Demonstrates knowledge of basic mathematical procedures used to make fiscal calculations.
- Proficient with MS Office – Outlook, Excel and Word
- Demonstrates knowledge of modern office practices and procedures.
- Demonstrates ability to learn and adhere to library policies.
- Excellent written and verbal communication skills.

Required Education and Experience:

- High school diploma/GED required.
- Associates degree in a related field or a minimum of 2 plus years of accounting experience in a professional environment.
- Familiarity with Generally Accepted Accounting Principles (GAAP).

Benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Retirement Plan
- Vacation & Sick Leave