

FAIRFIELD LIBRARY

BOOKKEEPER (PART-TIME; 12 HOURS)

JOB RESPONSIBILITIES

Fairfield Library is seeking a part-time Bookkeeper. This position is responsible for all financial record keeping and maintenance, vendor relations, purchase orders, vouchers, payment of bills, cash reconciliation, bank deposit and reconciliation, monthly preparation of financial reports for the Board Meeting, scheduling of facilities maintenance, service appointments or emergency repairs, staff paid time off record keeping, and other duties as required by the Library Director, or as needed by the Library or the Board. This position reports directly to the Library Director.

QUALIFICATIONS:

Proficiency in Quickbooks and library experience, a plus!
Bookkeeping certification preferred, but not required.
Proficiency in using Microsoft Word and Excel at an intermediate or advanced level.
Ability to effectively communicate and work as part of a team.

RESPONSIBILITIES AND DUTIES INCLUDE BUT NOT LIMITED TO:

Accounts receivable and Accounts payable: prepare checks, deposits and record expenses in an organized and timely manner.
Manage and prepare financial reports.
Manage accounts and vendor files using voucher/invoice system.
Manage mileage reimbursements, and petty cash.
Schedule and implement facilities service maintenance and appointments.
Reconcile monthly statements and prepare monthly reports for the Board of Trustees.
File and prepare records for the annual audit.

SCHEDULE: 12 hours per week, schedule must be flexible depending on the needs of service.

SALARY RANGE: \$20.00 - \$22.00 / hour depending on experience

HOW TO APPLY: Applications will be accepted until the position is filled. Please email your cover letter, resume and three professional references in one .pdf format to Maria Manigbas at Manigbas@FFPL.ORG, with a subject line: PT Bookkeeper.