



PHELPS COMMUNITY MEMORIAL LIBRARY  
8 BANTA STREET, SUITE 200, PHELPS, NY 14532  
(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

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## **LIBRARY BOOKKEEPER**

### DESCRIPTION

Under the supervision and general direction of the Library Director, this employee performs the overall accounting and bookkeeping of the Library accounts. Work is evaluated through observation while work is in progress and by inspection of completed assignments. It is a part-time position that may include some evening and weekend work.

### ESSENTIAL JOB FUNCTIONS

- Provides on-going accounting and bookkeeping support for the day-to-day business operations of the Phelps Library extensively on QuickBooks processing accounts receivable and payable, invoicing, generating profit and loss statements, inputting organizational and project budgets, and performing other bookkeeping duties
- Works extensively with auditor to collect relevant financial documents needed to ensure completion of the annual audit
- Maintains budgets and accounting records for all funds
- Balances monthly bank statements
- Prepares expenses for approval by Phelps Library Claims Auditors
- Prepares monthly cash flow and cash summary reports
- Records all financial activity, including receipts and disbursements, in accordance with GAAP, Federal, & State regulations
- Reports on budget to actual operations in a timely and accurate manner
- Recommends and informs the Library administrative team of current or needed financial policies as they relate to operations, programs, and special activities
- Prepares regular and special financial reports as needed by the Library Director or Library Board
- Manages the inventory of Library furniture and equipment excluding computers
- Serves as back-up for the Payroll Specialist (Library Director) as assigned
- Performs other duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of general office, accounting and bookkeeping practices and procedures and computer programs relating to the same, specifically QuickBooks and Excel
- Thorough skill in the application of accounting principles to the development and maintenance of fiscal and accounting records
- Thorough knowledge of municipal policies, state laws, and federal laws relating to accounting and business office management
- Ability to plan, organize, and direct a program of accounting, auditing, and fiscal services and controls
- Ability to evaluate, develop, and initiate revisions in established accounting systems, procedures, records and controls
- Ability to operate computer and library automation systems, telephone and other office equipment in a proficient manner
- Ability to communicate effectively orally and in writing
- Ability to interpret and implement policies and procedures
- Ability to establish and maintain effective working relationships with other employees, supervisors, and contacts throughout the community
- Ability to effectively present information and respond to questions from Director and Board of Trustees
- Must have the desire and ability to serve the public and the Library staff with friendliness, tact, and diplomacy
- Ability to organize and prioritize the duties of the position and efficiently complete the responsibilities of the job
- Possess the physical and mental ability to work independently to the extent appropriate to the position with initiative and judgment
- Ability to analyze and to creatively solve problems related to the position
- Must possess a reputation of honesty, integrity, and reliability

## MINIMUM EDUCATION, TRAINING AND EXPERIENCE

- High School Diploma. Education beyond high school is desirable.
- Experience with QuickBooks and Excel is required. Bookkeeping and accrual accounting experience in a nonprofit or government setting is desired.

## WORKING ENVIRONMENT

The work environment involves everyday risks or discomforts which require normal safety precautions typical of office environments. The employee may interact with upset staff and/or members of the public.

## PHYSICAL DEMANDS

- Work is essentially sedentary which requires sitting at a computer for extended periods of time. While performing this job, the employee may also be required to stand, walk, reach with hands or arms, climb or balance, stoop, talk and hear.
- Must possess the vision required to read printed materials and a computer screen.
- The employee in this position may be required to lift and/or carry items and materials generally not exceeding 40 pounds.
- Must possess the ability to hear and speak with the public both in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer.

NOTE: This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this description.