

Bookkeeper

Departmental Team: Administration

Reports to: Library Director

FLSA Status: Non-exempt

Hours of Work: Full Time, 32-40 hours per week

Strategic Focus: Grow Internally to Succeed Externally

Summary Description

Under the direction of the Library Director, the Bookkeeper coordinates accounting, administers payroll and benefits, and other priority administrative functions. The Bookkeeper informs the Director, monthly or as needed, on the status of the financial statement. The Bookkeeper also provides exemplary internal customer service to Library staff, answering questions relating to accounting, payroll and policies.

Essential Functions

50% - Accounting / Bookkeeping

- Maintains the Library accounts of receivables, expenses and purchase orders. This includes receiving requisitions for the purchase of supplies, equipment and library materials, maintaining records and files of expenditures, preparing purchase orders, obtaining approval signatures and verifying invoices.
- Compiles monthly and year-end reports. Reconciles all cash, bank statements, and other accounts weekly.
- Monitors staff daily collection of coin-op receipts.
- Organizes and maintains file system of correspondence, bills and other records.
- Compiles financial summaries.
- Collects and organizes data for projections and preparation of Library budget, as directed.
- Develops an annual budget with the Library Director and Board Finance Committee.
- Collects and organizes data for annual audit, fixed assets, durables and book inventory, as directed.
- Solely responsible, with assistance from paid contractor, for compiling and facilitating the eRate government program, allowing for reimbursement of a percentage of Internet provider fees.

30% - Payroll & Benefits

- Serves as library employee liaison with payroll contractor.
- Compiles and sends bi-weekly payroll to contractor (currently Paychex Flex).

- Participates in orientation and termination of employees, including completion of all necessary forms.
- Ensures compliance with employee benefits programs (currently under Town of Estes Park)
- Creates and maintains in-house HR forms for staff and administrative use.

15% - Administrative Services

- Works effectively as part of the Library's Administrative Team.
- Maintains effective working relationship with professional contractors; e.g.: Finance, Human Resources and Audit.
- Maintains effective working relationships with other governmental agencies and professional organizations in support of Library District goals.
- Is responsible for maintaining permanent records and annual retention project.
- Orders and maintains supplies, and arranges for equipment maintenance and janitorial upkeep.
- Oversees staff-shared office equipment and vendor services for maintenance and repair.

5% - Other Duties

- Regular and predictable attendance in the workplace.
- Adheres to Library's organizational values.
- Attends monthly staff trainings and other professional development workshops.
- Assists in setup of staff meetings.
- Performs other related duties as required.

Knowledge, Skills & Abilities

Technical Skills

Accounting/Administrative

- Ability to perform mathematical calculations accurately, to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to learn a systematic approach to accounting and to follow the approach without direction to maintain the integrity of the financial data of the Library.
- Ability to solve practical problems and follow written, verbal or other instructions with several concrete variables.
- Attention to detail and the ability to organize complex information neatly and accurately.
- Knowledge of general office practice and procedures.
- Knowledge of basic principles of library practices and procedures.
- Ability to make informed recommendations in administration practices.

Communication

- Ability to have effective interaction with people, and to communicate ideas and receive and process information from others.
- Strong written and verbal communication, problem solving, and planning skills.

- Ability to develop and maintain effective working relationships with Board of Trustees, staff, volunteers, vendors and public.
- Ability to use tact, diplomacy, and professionalism.
- Ability to maintain confidentiality.

Planning

- Ability to work independently and meet deadlines.
- Strong organizational and project management skills.
- Meets Library District standards for timeliness and accuracy.

Technology

- Ability to operate all aspects of accounting and payroll software.
- Excellent computer skills. Knowledge of Google Suite, Windows, Microsoft Office, Word, Excel.
- Ability to operate a keyboard and ten-key at an efficient speed.
- Ability to use workplace technology including email, internet, databases, and other relevant software.

Interpersonal / Hospitality Skills

- Ability to get along well and to cooperate with others - Enjoys working on a team.
- Ability to be reliable, sincere, competent, and caring - Builds trust.
- Ability to behave with optimism by thinking through choices and multiple perspectives - Optimistic.
- Ability to manage time wisely, own mistakes and persist in the face of challenge and change - Strong work ethic.
- Ability to be aware of and express own feelings and to handle interpersonal relationships empathetically - Emotional intelligence.
- Ability to accept responsibility and account for own actions - Accountable.

Education & Experience

This position requires a combination of education, formal training, and work experience that produces the knowledge, skills, and ability to perform the position's essential duties and responsibilities.

- Certificate in Accounting or Bookkeeping, Bachelor's degree (B. A.) from four-year College or University, or related experience and/or training; or equivalent combination of education and experience.

Working Environment

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- This is a full-time 32 - 40 hours per week position.
 - Set work-week is based upon the administrative team's Person-in-Charge schedule.
 - Work will be performed under typical library conditions: will sit at desk for long periods of time with occasional periods of walking, light lifting, and other limited physical activities.

- Regular contact with staff members, vendors, and general public. Significant telephone and personal disruption.
- Frequent lifting of file storage boxes weighing up to 25 pounds.
- Usually works on multiple tasks, different software programs and special projects during the course of a workday.
- Requires some work before and after regular hours of operation including evenings and weekends.
- Occasionally drives and moves materials to and from offsite storage.

Please Note: *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time with or without notice.*

The Estes Valley Library is an essential part of the community and an equal opportunity employer.