

**ALBANY COUNTY PUBLIC LIBRARY
BOOKKEEPER
POSITION DESCRIPTION**

GENERAL STATEMENT OF DUTIES: The bookkeeper performs routine financial tasks and prepares materials for the accountants, auditor, Board, and managers, and acts as a full charge bookkeeper preparing detailed statements and reports.

DISTINGUISHING FEATURES OF THE POSITION: The bookkeeper: prepares the weekly deposit; uses QuickBooks to process monthly accounts payable and accounts receivable. Keeps paper and online records current, prepares payroll and payroll related documents and reports. Works with the Library Director, Assistant Library Director (ALD), Library Board of Directors, staff members, and outside agencies. Reports to the Assistant Library Director.

EXAMPLES OF SPECIFIC DUTIES:

General

- Works with colleagues to maintain segregation of control
- Supervises the staff support fund
- Works with the Library Director, ALD, and any designated administrative assistants to ensure that gifts, donations, and grants are properly processed
- May use the integrated library system to create reports, including the monthly Central Acquisition balancing report and monthly interest received report
- Assists with the budget and enters into QuickBooks annual budget set-up
- Creates monthly journal entries for payroll and other items as needed
- Enters necessary journal entries after the annual audit
- Assists with preparation and distribution of Board of Directors meeting packets

AP/AR

- Verifies that credit card statements are documented and reconciled before processing payment
- Prepares invoices for review and processing
- Prepares vouchers for review and payment
- Receives and pays bills in bookkeeping software and online
- Prints checks and pairs with voucher for Board signatures
- Prepares financial reports for the Board
- Creates monthly invoices for the Foundation, Friends of the Library, patrons, customers, and WSL reimbursements

Banking

- Supervises petty cash, special event cash, and change drawer cash, providing adequate change at all times
- Reconciles petty cash and change drawer cash
- Prepares weekly bank deposit
- Recommends and may initiate online transfers or payments
- Initiates online bill pay
- Reconciles bank accounts including Central Acquisitions accounts at the state library

Payroll

- Reviews all timesheets for accuracy, including total hours, holiday, sick, substitute, and vacation and enters hours into accounting software
- Bookkeeper or ALD prepares weekly time accrual report and monitors staff time for limits; stops or reinstates accruals
- Keeps employee records current in accounting and timesheet software
- Keeps W-4s updated and distributes W-2s and 1095-Bs annually
- Makes all journal entries
- Creates paychecks, paystubs and payroll liabilities (inc. federal tax payments)
- Completes monthly Current Employment Statistics report

Files and Manuals

- Supervises bookkeeping files in compliance with the retention schedules and keeps all information current
- Keeps financial and accounting procedures current

Reports

- Works with staff to prepare grant reports
- Prepares for the auditor's annual visit & consults with the auditor as needed
- Prepares required reports for federal, state, and county agencies

EXAMPLES OF GENERAL RESPONSIBILITIES

- Knows and follows library policy and procedures
- Must be able to learn and meet the minimal computer competencies for staff email, phone, time sheet and calendar programs and can operate and troubleshoot technology/software
- Knows and follows safety procedures, pointing out problems and keeping equipment in satisfactory condition
- Keeps informed on library issues: attends staff meetings
- Keeps skills current and growing: attends required trainings, actively seeks opportunities to learn new things
- Contributes to library decision-making
- Works well with others, including patrons, volunteers, and fellow staff
- Is flexible, has a good sense of humor about the irritations of daily work life, and respects the feelings and needs of co-workers
- Understands that change and evolving library procedures and duties are constants in library work
- Is sensitive to patron privacy and advocates for intellectual freedom and freedom of access issues
- Is committed to public service values: is patient and helpful with all patrons and staff; values patron satisfaction above library rules
- Is a good office citizen: submits timecard weekly, keeps work and break area clean, responds to emails and requests promptly, has a positive attitude
- Expects to be photographed for publication in newsletters, Facebook, and the library's web page
- Other duties as assigned

REQUIRED KNOWLEDGE OR BACKGROUND: Experience with and knowledge of QuickBooks is paramount. Successful completion of 4 year accounting degree or the equivalent. Experience with online banking. Experience with MS Office, especially Excel. Must be accurate, discreet, and detail oriented. Must be able to exercise good judgment, work independently, meet deadlines, and cooperate with others. Must be able to learn software programs quickly.

PREFERRED EXPERIENCE AND TRAINING: Familiar with federal and state labor laws, governmental accounting procedures, and libraries.

SCHEDULE REQUIREMENTS: Able to work days. Prefer ability to work a flexible schedule at times—may work different hours if payroll and board schedule demands.

PHYSICAL REQUIREMENTS: Minimal physical effort required to perform duties under typical office conditions. Frequently required to stand, walk, sit, speak, hear, and use hands to operate office equipment, lift 30 lbs., bend down, and reach with hands and arms. Must be able to read routine and complex documents and use a computer.

DRIVING REQUIREMENTS: **No major violations (DUI, reckless driving, leaving the scene of an accident, or homicide with a vehicle) in the past five years. If selected, the successful candidate will be required to bring in documentation demonstrating at least five years of clean driving history before hiring is complete.**

WAGE AND BENEFITS

Employees are paid on the 15th and last day of each month. The library does not pay overtime. The position is probationary for six months and non-probationary afterwards.

Position Classification: Professional, non-exempt

Salary: \$16,640/yr (\$16.00 /hr)

Hours: Half-time non-exempt employee, 20 hours a week

Sick: .92 hours per week to a limit of 120 hours

Vacation: .77 hours per week to a limit of 48 hours

Holidays: New Year's Day, Easter, July 4, Thanksgiving, Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, Wyoming Equality Day/Martin Luther King Jr. Day, Presidents Day, Memorial Day, Labor Day for those scheduled to work

Retirement: Wyoming Retirement System
Employee contributes 7% and employer 9.62%
Wyoming Deferred Compensation is also available with employee contribution

Insurance: Workman's compensation is paid for all employees.

Applications received by April 16 will receive first priority consideration, position open until filled. Send Albany County Public Library application, cover letter stating qualifications, and names and contact information for three references to:

Nathan Bender, County Librarian – Interim
Albany County Public Library, 310 S 8th St, Laramie WY 82070.

nbender@albanycountylibrary.org



Albany County Public Library
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