



## Dudley-Tucker Library Bookkeeper



**Department:** Dudley-Tucker Library  
**Division:** Library  
**FLSA Status:** None (Contracted Service)  
**Reports to:** Library Director, Board of Library Trustees

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### **General Summary:**

Approximately 10 hours biweekly; schedule must be flexible depending on the needs of service.

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 of Library Trustees (BoLT). This contracted service provider reports directly to the Library Director and BoLT Treasurer.

### **Supervision Received:**

Works under the general supervision of the Library Director who outlines general policies, provides consultation on a regular basis, reviews work for conformance with required standards, and evaluates work in terms of effectiveness of results. Performs many duties independently using own technical judgement.

### **Supervision Exercised:**

None.

### **Essential Job Functions and Responsibilities:**

- Cash Management
  - Maintain appropriate cash records and controls as recommended by library's BoLT and/or auditing firm.
- Accounts Receivable
  - Assist with reconciliation of staff cash pouches as needed, maintain back-up cash, reconcile DTL fundraisers, reconcile credit/debit charges for all operating accounts, reconcile balances on gift cards.
  - Prepare appropriate bank deposits.
  - Reconcile accounts to bank statements.
- Accounts Payable
  - Ensure propriety of all invoices and payment requests.
  - Verify approvals, check accounting and schedule payment.
  - Prepare checks in a timely manner, verify and attach voucher copies to invoices, prepare attachments and schedules; scan for records; provide to authorized Board member for signing, and prepare check listing.
- Monthly Close-out
  - Reconcile bank statements and monthly automation system transaction reports and verify balances to cash controls.
  - Prepare necessary liability, transaction, income/expense and balance sheet reports to prepare financial statements.
  - Prepare monthly reports for BoLT meeting, i.e. Sources & Uses of Funds (income statement) in both condensed and long version, Reconciliation of Fund Accounts, and Restricted Funds & Fundraisers.
  - Prepare monthly reports for DTL and staff as needed.
- Other
  - Assist Director and BoLT with preparation of annual budget.

- Assist with annual audit; ensure appropriate records and reports are available; be available on-site when annual audit is conducted, review completed audit for accuracy and make market adjustments to financial reports based on auditor’s recommendation.
- Obtain investment account balance annually and report that to BoLT and auditing firm.
- Complete financial section and associated document requirements of annual State Report in consultation with Director.
- Maintain chart of accounts for staff; create new revenue/expense accounts that reflect current library fundraising activities and programs.
- Help resolve deposit, payment, payroll and tax problems as necessary.

**Other Job Functions:**

Performs other related duties as required.

**Knowledge, Skills and Abilities Required:**

Proficiency in Quickbooks. Nonprofit and Library experience, a plus! Proficiency in using Microsoft Word and Excel at an intermediate or advanced level. Ability to work with limited supervision. Knowledge of modern office equipment, including computers. Ability to read and write English; ability to work with limited supervision; ability to understand and follow written and oral instructions; ability to speak and write effectively. Ability to maintain effective, harmonious, and ethical working relationships with coworkers, Board members, and other Town Boards. Ability to organize data and keep clear and accurate records.

**Qualifications Required:**

Three (3) years of library bookkeeping experience, NACPB bookkeeping certification; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Working Conditions:**

99% Inside, 1% Outside. Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, sustained posture in a seated position for prolonged periods of time.

**Physical Activity Requirements:**

<b>Lift:</b> up to 10 lbs: Occasionally Required; 11-25 lbs: Occasionally Required; 26-50 lbs: Not Required; Over 50 lbs: Not Required	<b>Bending:</b> Occasionally Required.
<b>Carry:</b> up to 10 lbs: Occasionally Required; 11-25 lbs: Occasionally Required; 26-50 lbs: Not Required; Over 50 lbs: Not Required	<b>Reaching:</b> above shoulder height: Occasionally Required; at shoulder height: Occasionally Required; below shoulder height: Occasionally Required
<b>Push/Pull:</b> Occasionally Required.	<b>Twisting:</b> Occasionally Required

**Sensory Requirements:**

<b>Talking:</b> Necessary for communicating with others
<b>Hearing:</b> Necessary for receiving instructions and information
<b>Sight:</b> Necessary for performing job effectively

**Licensure/Certification Requirements:**

None.

**Summary of Occupational Exposures:**

Some exposure to cleaning fluids and copy machine toner.

***EEO Statement:*** The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or

*national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.*

**Signatures:**

This job description has been approved by all levels of management:

Trustee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

*Contractor signature below constitutes understanding of the requirements, essential functions, and duties of the position.*

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_