

JOB DESCRIPTION
ANDERSON PUBLIC LIBRARY

Job Title: Bookkeeper, Part-time
Department: Business Office, Main Library
Job Grade: 321/Non-exempt/Hourly
Reports to: Business Manager
Revised: November 2021

Job Summary: Processes accounts payable system-wide. Computes library monthly expenditures, processes purchase orders and invoices, balances and records cash transactions, and follows established accounting procedures for all financial transactions.

Job Education and Experience:

1. High school diploma or GED
2. Formal bookkeeping/accounting training
3. Minimum three years bookkeeping work experience, non-profit agency or governmental experience preferred
4. Customer service work experience

Job Knowledge, Skills, and Abilities:

1. Extensive knowledge of standard bookkeeping/accounting practices and procedures
2. Proficiency using personal computer system, email, Internet, Microsoft Office programs, Integrated Library System (ILS), and other computer applications relevant to job
3. Excellent interpersonal skills, with proven ability to serve the public with friendliness, tact, and diplomacy
4. Strong oral and written English communication skills
5. Excellent organizational and clerical skills, with attention to detail and accuracy
6. Ability to learn and follow Business Office practices and procedures
7. Ability to handle and accurately balance daily cash receipts
8. Ability to establish and maintain effective working relationships with staff, customers, and vendors
9. Ability to maintain confidentiality of employee records and other sensitive information
10. Ability to effectively prioritize work tasks and work well under pressure without direct supervision
11. Satisfactory criminal history background check, with eligibility to be bonded

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contact with customers and library staff. While performing duties of this job, the employee is occasionally (less than 1/3 of work time) required to work near equipment with moving mechanical parts, such as paper shredders and book carts. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision requirements necessary for this job include close vision and ability to adjust focus. While performing duties of this job, the employee is regularly (over 2/3 of work time) required to: sit; use hands to finger, handle, or feel; and talk or hear. The employee must frequently (1/3 to 2/3 of work time) reach with hands and arms. Occasionally (less than 1/3 of work time), the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. While performing duties of this job, the employee must frequently (1/3 to 2/3 of work time) exert up to 10 pounds of force to lift or move objects and must occasionally (less than 1/3 of work time) exert up to 50 pounds of force to lift or move objects.

Equipment Used:

1. Personal computer system with peripherals and printer
2. Multi-line phone system
3. Copier
4. Flatbed scanner
5. Shredder
6. Weather radio
7. Two-way radio
8. Adding machine
9. Coin-operated money collection machine
10. Self checkout machine
11. Postage machine

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

Essential Job Duties:

1. As assigned processes library bills, purchase requisitions, invoices, and fund account transactions system-wide and prepares payment of bills/claims for approval at monthly Board meeting; submits payments following approval
2. Maintains reliable attendance; reports to work as scheduled and clocks in and out on time
3. As assigned, collects and records cash from public copiers, printers, and fax machines daily; collects Main Library daily cash receipts and Lapel Branch daily cash receipts, enters all amounts into accounting system, and performs internal audits to check accuracy
4. Reconciles general ledger revenue accounts with daily cash receipts each month
5. Maintains all expenditure and account records for vending machine receipts and staff accounts; processes expenditures from staff accounts
6. Serves as designated depositor at local banks in absence of Courier
7. Assists Business Manager in compiling library financial and statistical reports

8. Assists in maintaining department equipment and supplies; replenishes account money on postage machine
9. Prints monthly checks for Library Board approval, records bi-weekly payroll journal entries and general journal entries in accounting system
10. Prepares monthly statements and other reports necessary for Board meeting in absence of Business Manager
11. Attends department meetings and collaborates on department objectives
12. Assists in maintaining safe, orderly, and neat environments in staff areas
13. Complies with the library's Employee Handbook, Code of Ethics, Internal Control Manual and all policies and procedures.
14. Informs Business Manager of work problems; recognizes situations appropriate for seeking managerial or administrative assistance
15. Attends and applies training relevant to job duties and assignments
16. Performs other tasks and special projects assigned by manager

Other Duties:

1. Helps orient and train new staff
2. May serve on library work committees
3. May participate in library programming activities