



**Position: Part-Time Library Bookkeeper & Administrative Assistant
Hagaman Memorial Library**

Position: Part-Time Bookkeeper & Administrative Assistant

Direct Supervisor: Library Director

Description: Hagaman Library has an opening for a Part-Time Bookkeeper and Administrative Assistant to join our team! This is a position of increased trust and responsibility, encompassing both financial and administrative duties to manage the business operations of the library. Working both independently and with the Library Director, responsibilities include maintaining staff payroll and attendance records, payroll processing, monitoring and maintaining library finances, and assisting with other projects, as assigned.

Schedule: 12 hours per week, variable schedule; evening hours may be required to attend monthly Board of Trustee meetings

Compensation & Other Benefits: \$18.20 – 26.88 per hour; partial benefits including paid time off

Responsibilities:

- Maintains excellent constructive communication with the Library Director, Supervisors, and library staff to maintain a collegial and positive team environment for all
- Plans work according to established procedures and establishes priorities within work assignments to ensure smooth and efficient operation of the library
- Monitors library budget and maintains and balances checking and credit card accounts
- Mails accounts payable bills
- Updates bank books
- Writes and processes checks
- Maintains cash accounts
- Provides biweekly payroll processing through online payroll service
- Maintains library staff attendance, benefit, and payroll records. Consults staff schedules, time off calendars, and the Library Director to ensure online employee time and attendance are processed accurately and match library records
- Visits banks to deposit funds, as needed
- Prepares monthly Treasurer's and Invested Funds report for the Board of Trustees
- Prepares monthly Town Expenditure Report for the Library Director to submit to the Town Finance Department
- Coordinates and consults with outside vendors and companies, as needed
- Maintains account records and performs routine calculation, posting, and verifying tasks to maintain library budget controls and to record revenues received, daily fines, and expenditures

- Enters and retrieves accounting, inventory, and other records in electronic filing systems
- Prepares statistical reports, as necessary
- Provides office and administrative assistance to the Library Director, as needed
- Provides recommendations to the Library Director for improving library policies and bookkeeping procedures, as needed
- Stays informed of important announcements by checking staff email and attending staff meetings
- Participate in committee meetings, training, and other work activities, as assigned
- Performs other duties as assigned, or required, to insure the smooth operation of the library, organization and operating of the building, and provision of excellent customer service

Essential Knowledge, Abilities, and Skills:

- Computer skills. Knowledge of computer software applications and technology, including: Microsoft Office, Internet Browsers, and Email.
- Advanced knowledge and skills in QuickBooks Online, Excel, and with ADP or other Payroll Processing Services
- Ability to communicate effectively with other supervisors, the Library Director, and Circulation Staff. Tactfulness, tolerance, and courtesy in dealing with others
- Ability to work with library staff and within the parameters of the position’s responsibilities, library’s priorities, budget, and policies, and within the parameters of allied entities such as local government
- Planning, organizational, and time management skills
- Clerical skills in data input, organization, and attention to detail
- Ability to express oneself verbally and in writing
- Numerical Skills. Ability to make change, add, subtract, and use a calculator
- Respect for privacy and security in dealing with personnel and financial matters
- Physical Requirements:
 - Must be able to remain in a stationary position for long periods, standing or sitting
 - Moving around all levels of the building to perform work
 - Manual dexterity and ability to operate a computer and other office productivity machinery, such as a calculator, copy machine, printer, fax, and cash register
 - Lifting and carrying of 30lbs; stooping and reaching
 - Visual discrimination: ability to observe details at close range and read labeling, both online and in physical format, ability to see and read computer screens and printed materials
 - Auditory perception: the ability to hear and communicate verbally with the Library Director and library staff, both in person and over the telephone

Education and Experience:

- High School Diploma or equivalent required, some college desirable
- Two or more years’ experience with bookkeeping or accounting required
- Knowledge of public service and municipal work desirable
- Valid driver’s license

To Apply: Please send a cover letter, resume, and [application for employment](#) to the Library Director, Sarah Mallory, at smallory@biblio.org. Subject Line: Library Bookkeeper Position

Equal Employment Opportunity Statement:

Hagaman Library promotes a policy of equal employment opportunities for all. This means that the library recruits, hires, trains, and promotes all persons without regard to race, color, religion, age, sexual orientation, sex (including pregnancy, childbirth or related medical conditions, sex stereotyping, gender identity or expression, or transgender status), workplace hazards to reproductive systems, marital, civil union, or domestic partnership status, national origin, ancestry, veteran status, physical disability, past or present history of mental disability, learning disability, intellectual disability, genetic information, status as a victim of domestic violence, homelessness status, lawful activity outside the workplace during non-work hours, or any other characteristic protected by law. All employment decisions are based on employment-related criteria such as skills, abilities, attitude, and contributions to the library, so as to further the principles of equal employment.