

MOUNT CLEMENS PUBLIC LIBRARY
Job Description

Job Title: Bookkeeper
Hours: Full Time, 37.5 hours per week
Reports To: Director
Salary: \$40,000 plus benefits

NATURE AND SCOPE OF POSITION:

Under the direction of the Director, the Bookkeeper will assist with the operation of the library's finances by recording and maintaining the library's daily financial transactions necessary to conduct its business.

SPECIFIC DUTIES:

- Post all library financial transactions in QuickBooks accounting system
- Reconcile/Balance library bank accounts
- Process library account payable and bi-weekly check run
- Generate invoices
- Prepare financial and/or budget reports as requested by the Director
- Prepare and post bank deposits
- Work with Executive Assistant/auditor to maintain integrity of library financial records
- Maintain library business files
- Collect library statistics
- Develop and pursue long range financial goals that line up with community needs, state and national trends, Administration, and the Library Board
- Function as Staff Member in Charge in accordance with the library's chain of command
- Other duties as assigned

JOB REQUIREMENTS:

- High School Diploma
- Bookkeeping skills
- Demonstrated computer skills
- Demonstrated oral and written communication skills
- Good public service attitude

DESIRED CAPABILITIES:

- Bachelor degree in Accounting, Finance, or related field
- Experience with QuickBooks
- Experience with MS Office programs

TO APPLY:

Send resume and cover letter to Katie Barnes at kbarnes@mtclib.org

The Mount Clemens Public Library does not acknowledge receipt of applications.

The Mount Clemens Public Library is an equal opportunity employer.