

## **JOB POSTING**

### **Bookkeeping Clerk**

The Eaton Rapids Area District Library is seeking an energetic and motivated individual to perform a wide variety of clerical, accounting, customer service, human resources, and administrative activities so that the Eaton Rapids community will be transformed with knowledge and innovation through their Library interactions.

The Eaton Rapids Area Library is a Class IV Library, serving over 12,000 residents in the City of Eaton Rapids, Eaton Rapids Township and Hamlin Township. We are located in the heart of Eaton Rapids on Main Street. Our mission and vision is to create a welcoming atmosphere that encourages community engagement and continually evolves to best meet our community needs.

**Position:** Bookkeeping Clerk

#### **Job Description:**

Under the direct supervision of the Director, typical duties may include, but are not limited to:

- Performing routine accounting and data entry (processing accounts payable, invoices, payroll, reconciling statements, etc.)
- Maintaining financial records and files
- Assisting in annual budget development, monthly monitoring and reporting
- Creating, maintaining and managing personnel records
- Managing and working with vendors
- Working with the auditor in preparation of the annual audit
- Delivering reference and information services for Library patrons of all ages and assisting patrons in use of computers and other library technology

#### **Qualifications:**

- Two (2) years of related work experience or education in accounting/bookkeeping
- Bachelor's degree in business, accounting, or a related field preferred
- Knowledge of Quickbooks Online
- Knowledge of current human resources practices and applicable laws
- Knowledge of professional standards and best practices in governmental accounting, office management, and records management
- Excellent oral and written communication skills
- Excellent organizational skills and attention to detail
- Strong commitment to public service excellence
- Self-motivated, enthusiastic, flexible and dependable
- Proficient in using computers and the Internet

**Hours:** Part-time, 15 hours per week, including regularly scheduled evenings.

**Salary/Benefits:** Hourly wage starting at \$17.50. Pro-rated paid time off and some paid holidays.

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**To Apply:** Email cover letter and resume to the Library Director, Bryonna Barton, at [bbarton@eradl.org](mailto:bbarton@eradl.org). Position is open until filled.

*The Eaton Rapids Area District Library is an equal opportunity employer*