

EMPLOYEE DUTIES AND RESPONSIBILITIES / POSITION DESCRIPTIONS

TITLE: Bookkeeper

IMMEDIATE SUPERVISOR: LIBRARY DIRECTOR
POSITIONS SUPERVISED: NOT APPLICABLE
POSITION DESCRIPTION: The Business Manager is responsible for the fiscal duties of the library; payroll, accounts receivable and payable and other duties described in job description. The Business Manager serves as the recording secretary for the monthly Board of Trustees' meeting

Appointment: Recommendation and employment by Director

Compensation: Based on qualifications and experience
Hourly/Part Time

Qualifications: Professional bookkeeping experience; payroll, accounts receivable and payable with a minimum of 2 years experience
Working knowledge and skills in Excel spreadsheet
Excellent written and oral communication skills
Must be willing to work some evenings and weekends
Willingness to submit to a criminal history background check by the Indiana State Police
No library certification required

Required Competencies: General knowledge of the Dewey Decimal System
Computer competency; including keyboarding skills
Ability to lift up to 30 pounds
Ability to sit or stand for prolonged periods (1 hour or more)
Maintain confidentiality of library matters, patron, staff, and board

Equipment and Software:

The employee must be familiar with, or be able to learn, the following equipment and software in order to perform job functions:

Automated library system and online catalog	Internet/e-mail
Computer terminal	Calculator
Microfilm reader-printer	Fax machine
Telephone system	Photocopier
Laminator	Label maker
Video projector	Online database retrieval
Microsoft Office Suite	Cataloging interface
Evanced Solutions Room Reservations	Typewriter
Evanced Solutions Calendar	Computrain Accounting Software
Evanced Solutions Summer Reading Program	

It is understood that the equipment and software necessary to perform specific tasks will be included in the on-the-job training provided by the library staff or workshops.

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RESPONSIBILITIES—Including but not limited to the following:

Administrative Responsibilities:

- Utilize LAP library account program for accounting functions
- Keep accurate records
- Prepare checks to pay claims
- Maintain investment and financial records
- Send daily overdue notices
- Check patron records for items returned and/or fines paid
- Maintain statistic
- Prepare and process payroll
- Report 941 bi-weekly payroll taxes
- Prepare month end reports
- Prepare Board of Trustee Board packets/monthly
- Reconcile bank statements
- Attend monthly Board Meetings (once/twice monthly)
- Record and type minutes at each Board Meeting
- Maintain personnel records
- Provide budget records as needed
- Run collection reports
- Contact patrons for collection
- Enter collection data
- Report to Unique Management
- Send reports to DLGF and SBOA
- File 941 Quarterly Tax Form
- Send payroll report
- Prepare and distribute W2s and 1099s
- Prepare year-end reports
- Library Annual Report (LAR)
- Insurance/budget assistant
- Finance Committee Member
- Send W9s and 1099s as needed
- Other daily operations/projects as needed or warranted
- Perform other duties as assigned by Library Director
- Understand and enforce the library policies

Facility Maintenance:

- Ensure that the library atmosphere is pleasant and that the facilities and services meet patron needs and are easy to access

RESPONSIBILITIES CONTINUED ON NEXT PAGE

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RESPONSIBILITIES CONTINUED:

Customer / Patron Service:

- Greet and acknowledge patrons
- Answer telephone (in three rings or less)
- Is approachable and assists patrons in a pleasant and professional manner
- Backup Circulation for breaks and lunch breaks if needed
- Cooperate with all staff in performing any professional or non-professional duties essential to providing quality customer service and the achievement of library objectives, goals and mission

Professional Development:

- Attend monthly staff meetings and professional development meetings
- Keep abreast of current trends and new professional techniques; attend professional meetings at local, state and national levels
- Attend workshops as directed by the Library Director

Perform other duties assigned/prescribed by the Director

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed below are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

**Mooresville Public Library is an Equal Opportunity Employer.
As ascribed by the State of Indiana, Mooresville Public Library is an At-Will Employer.**