

## **DEL NORTE COUNTY LIBRARY DISTRICT**

### **Job Description of Bookkeeper**

December 10, 2024

**Workload is 19 hours per week. The Bookkeeper reports to the Library Manager.**

#### **Bookkeeper Job Responsibilities:**

Full cycle accounts payable and receivable

Payroll processing

Accounting of Cash Box

Production of monthly bookkeeping reports

Assistance with audits

Reconciliation of credit card and bank statements

Tracking of deposits

Inventory management

Be responsible for monies received at Library branches

Tracking of Library statistics

Tracking of Annual Reports and Surveys

Assist Library Manager with documents and correspondence

Assist Library Manager in seeking grant funding

Work with vendors in obtaining contracts, estimates, and exchange of financial documents

Ad hoc Library duties as required

Provide a monthly report to the Board of Trustees about the financial status of the Library and Library Initiatives.

#### **Bookkeeper Qualifications / Skills:**

Quick decision making and problem solving abilities

Strong computer literacy

Knowledge of accounting principles and various office functions

Attention to detail and ability to work through complex issues

Confidentiality

Ability to work with the public

**Bookkeeper Requirements:**

Proven bookkeeping experience/education

Proven management experience/education

Evidence of written, oral and interpersonal communication skills