

Richland Community Library  
EMPLOYMENT OPPORTUNITY  
**Bookkeeper (part-time position)**

**Application Deadline:**

**Position Description:** The bookkeeper, under the supervision of the library director, shall be responsible for maintaining a general ledger of accounts, preparing monthly reports, payroll accounting, paying monthly bills, and supplying material requested by the external auditor, and related work as required.

**Compensation and Benefits:** Based on experience and education.

**Principal Duties Include:**

1. Identify, tag/monitor fixed assets
2. Pay supplier invoices in a timely manner
3. Pay any debt as it comes due for payment
4. Record cash receipts and make bank deposits
5. Conduct a monthly/quarterly reconciliation of every bank account
6. Maintain the petty cash fund
7. Create and issue financial statements for use by the Director and Board
8. Assemble information for external auditors for the annual audit
9. Maintain an orderly accounting filing system
10. Maintain the chart of accounts
11. Maintain the annual budget
12. Calculate variances from the budget and report significant issues to management
13. Comply with local, state, and federal government reporting requirements
14. Provide clerical and administrative support to the Director and Board as requested.

**Knowledge and Abilities Required:**

Bachelors degree in accounting, business administration or related field, or equivalent work experience; knowledge of bookkeeping and generally accepted accounting principles.

**Knowledge and Abilities Preferred:**

Working knowledge of Peachtree/Sage 50 accounting software package; work experience in a library.

**Please submit cover letter and resume to Main Circulation Desk at the Library or submit electronically to the Library Director at [lwilliams@richlandlibrary.org](mailto:lwilliams@richlandlibrary.org)**