

Financial Administrator

Regular Part-time 25 hours per week, flexible but preferably within the “core” hours of 10am-3pm Monday through Friday. This position is eligible for a hybrid schedule (in office and remote) after a trial period onsite.

Salary range: \$23.00 to \$25.00 per hour

Salary based on relevant experience and skills. Vacation, paid time off, pension and sick leave benefits included.

Overview: The Community Library of Dewitt and Jamesville is seeking an experienced, highly motivated and collaborative individual to join the team in our beautiful library under the direction of the Executive Director. This position is responsible for supporting the Library’s financial operations for performing day-to-day tasks like data entry, record keeping, processing invoices, preparing financial reports, reconciling bank statements, assisting with budgeting, and generally ensuring the accuracy of financial information; Assists in various functions related to personnel, including bi-weekly payroll processing and related benefits.

More information about Key responsibilities:

Manages the library accounting and business functions including operational bank accounts;

Bi-weekly payroll processing and related benefits and personnel recordkeeping;

Prepares daily, monthly, and year end journal entries including necessary prepaid and accrual entries;

Prepares cash receipts for deposits (including daily cash register audits to ensure accuracy);

Reconciles and balances general ledger accounts on a monthly basis;

Processes invoices for payment, prepares checks for signing, and maintains accurate accounts payable records;

Maintains and reconciles the monthly credit card statements to the general ledger;

Prepares the monthly financial statements by the 10th of the following month submission to the Board Treasurer;

Participates in processing and maintaining donor database and donor communications;

Assists Executive Director with timely contribution (employee and employer) into the 403(b) plan, processed with the bi-weekly payroll;

As requested by the Executive Director, work with the third party pension administrator in preparations for submitting the annual 5500 for the 403(b) plan;

Prepare, review, and send out year end 1099s and W-2s for accuracy;

Work with the Accounting Consultant / Board Treasurer and the external auditors during the year-end financial statement audit

Assist the Executive Director with new hire orientation and onboarding and other minor HR functions

Oversee ordering office supplies (as necessary)

Qualifications:

Required: At least a 2 year accounting degree (Associates degree) with at least one year of relevant experience.

Required: QuickBooks Online experience and Certification. Must secure certification within one month of employment if not in possession at hiring.

Extensive knowledge of general office, accounting, and bookkeeping practices and procedures and computer programs related to the same, specifically QuickBooks Online, and Google Suite

Skilled in the application of accounting principles for the development and maintenance of fiscal year-end and accounting records

Ability to operate computer and library automation systems, telephones and other office equipment in a proficient manner

Ability to communicate effectively orally and in writing

Ability to interpret and implement policies and procedures

Ability to establish and maintain effective working relationships with the public and library employees

Ability to analyze and to creatively solve problems related to the position

Ability to adapt to new computer/software programs and assist in their implementation

Familiarity and or experience with public library systems and services preferred

Physical Activity Requirements:

While performing the duties of this job, the Bookkeeper stands, reaches with arms; uses hands, fingers, sight, hearing, and verbal communication; bends, stoops, kneels; lifts and carries materials weighing less than 20 pounds; lifts, moves, and/or manipulates bulky items and/or crates of materials weighing up to 50 pounds.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.