

Job Title:	Bookkeeper	Status	Part Time, Non-Exempt 20-25 hours per week
Department:	Administration	Rate:	\$22-\$25 per hour
Description	<p>Radnor Memorial Library is seeking a highly organized, detail-oriented individual to join our team as a part-time Bookkeeper. Under the direction of the Executive Director, the Bookkeeper is responsible for the day-to-day financial functions that support library operations including bookkeeping, payroll, and accounts receivable and payable. This position plays an important role in the organization's fiscal operations.</p> <p>Located along the beautiful Main Line, RML's recently renovated Library serves a community of 33,228, plus visitors from neighboring townships in Delaware, Chester and Montgomery counties. We provide a highly curated collection and a busy, welcoming space for people to work, study and relax. We also offer a full schedule of well-attended programs for all ages.</p> <p>Top applicants will have bookkeeping and payroll experience, be fluent in QuickBooks, and capable of learning other technology as necessary. The ideal candidate will be reliable and able to manage multiple responsibilities in accordance with the policies of Radnor Memorial Library and Delaware County Libraries.</p>		
Responsibilities:	<p>Under the supervision of the Executive Director, duties will include (but are not limited to):</p> <ul style="list-style-type: none"> • Performing all bookkeeping and payroll functions of the Library including, receiving and recording income, depositing checks, receiving and recording invoices, preparing and mailing payments, preparing and submitting payroll, and tracking and reconciling accounts. • Ensuring the appropriate assignment of departmental expenses and maintaining necessary supporting documentation. • Generating financial reports for management review. • Preparing and submitting local, federal and state filings including annual sales tax, 1099s, W-2s, and local services tax (LST). • Gathering documents for the annual audit and 990 filings. • Establishing and ensuring safe money handling procedures. • Coordinating new hire paperwork and supporting staff with timesheet, PTO, and benefits issues. • Managing credit card operations and equipment. • Interacting with financial institutions and benefits administrators to get information, ask questions, correct mistakes, complete compliance requirements, etc. 		
Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree or higher. • 3 or more years of experience with bookkeeping, payroll, accounts receivable, and accounts payable required. • 3 or more years of experience using Intuit QuickBooks required. • Excellent computer literacy with fluency in Microsoft Office and Google Suite. 		

Qualifications Continued:	<ul style="list-style-type: none"> • Proficient at math and attentive to detail. • Strong organizational skills. Excellent ability to prioritize tasks to meet deadlines, manage multiple projects in a dynamic environment. and exercise adaptability when needed. • Strong problem-solving skills with the ability to proactively implement solutions when appropriate. • Ability to work independently and perform the essential functions of the job with minimum supervision. • Strong verbal and written communication skills. Ability to communicate effectively with employees, vendors, and the public. • Effective interpersonal skills. Ability to work with others as a part of a team. • Ability to maintain confidentiality. • Must provide PA Criminal History Record, Childline Child Abuse Clearance, and FBI Fingerprint Check prior to beginning employment.
Physical Demands:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is constantly required to sit and use hands to finger, handle, or feel. The employee is constantly required to reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.</p>
Contact:	<p>Send a completed RML Employment Application, cover letter and resume by mail or email to:</p> <p style="text-align: center;"> Radnor Memorial Library 114 W Wayne Ave Wayne, PA 19087 library@radnorlibrary.org </p> <p>Visit radnorlibrary.org/employment for the full job description.</p>
Deadline:	<p>Applications accepted until position is filled</p>