

Radnor Memorial Library Job Description

Job Title:	Bookkeeper
Reports To:	Executive Director
Prepared By:	Joyce Platfoot
Date:	January 2025
Status:	Part Time, Non-Exempt

Summary

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 Library's fiscal operations.

Essential Duties and Responsibilities (*other duties may be assigned*):

Bookkeeping/Accounts Receivable/Accounts Payable

- Receives and records income.
- Deposits checks.
- Receives and records invoices.
- Prepares and mails payments.
- Tracks and reconciles accounts.
- Tracks and reconciles credit card transactions and online donations.
- Maintains and reconciles cash register and petty cash accounts.

Payroll

- Collects and tabulates timesheets.
- Prepares and submits payroll.
- Maintains payroll records.
- Communicates as necessary with the Director, Managers, library staff, and payroll company.
- Ensures that employment, benefit, and payment forms are completed and submitted for new hires.
- Supports staff with timesheet, PTO, and benefits issues.

Other

- Ensures the appropriate assignment of departmental expenses and maintains necessary supporting documentation.
- Generates financial reports for management review.
- Establishes and ensures safe money handling procedures.
- Prepares and submits federal and state filings such as annual sales tax, 1099s, W-2s, and local services tax (LST).
- Gathers and supplies documents for annual audit and 990 filings.
- Interacts with financial institutions and benefits administrators to get information, ask questions, correct mistakes, complete compliance requirements, etc.

- Manages credit card operations and equipment.
- Ensures compliance with governmental accounting regulations & standards.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- 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.
- 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

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.

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.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.