

Job Title:	Bookkeeper	Status	Part Time, Non-Exempt 20-25 hours per week
Department:	Administration	Rate:	\$22-\$27 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.</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"> • Receive and record invoices and prepare and mail payments • Ensure the timely processing of payroll • Record and deposit income • Track expenses and cash flow and reconcile accounts • Ensure the appropriate assignment of departmental expenses and maintain necessary supporting documentation. • Generate regular financial reports for management review • Prepare and submit required filings including annual sales tax, 1099s, W-2s, and local services tax (LST). • Gather documents for the annual audit and 990 filings • Establish and ensure safe money handling procedures • Coordinate new hire paperwork and support staff with timesheet, PTO, and benefits issues • Manage credit card operations and equipment • Interact 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 in accounting or related field • 3+ years of experience with bookkeeping, payroll, accounts receivable, and accounts payable or equivalent education and experience • Proficient with QuickBooks or comparable accounting software • Proficient in Microsoft Office and Google suites • 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 		

Qualifications Continued:	<ul style="list-style-type: none"> • Strong verbal and written communication skills and ability to communicate effectively with employees, vendors, and the public • 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 occasionally 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, resume, and 3 professional reference 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:	Applications accepted until position is filled