

Bookkeeper/Office Manager (Part-Time) – Mahomet Public Library

Would you like to put your business expertise and skills to work in a fun, safe, and creative environment?

Are you organized to a fault? Do you delight in doing detailed work with accuracy and precision?

Do you have a genuine desire to make lives better and serve your community on a daily basis?

Do you want to love your job?

Position Summary: The Bookkeeper/Office Manager manages the day-to-day details of financial and administrative aspects of the library. The position requires a highly organized, detail-oriented person with experience in business and/or accounting. This is a part-time, hourly position.

Key Responsibilities:

- **Core Responsibilities – The following tasks form the core duties of this position and will be expected of all candidates:**
 - Complete all bookkeeping tasks including:
 - Maintaining bookkeeping records in the accounting system.
 - Recording and depositing all Library revenue and maintaining all receipts and balances.
 - Preparing and disbursing payments to vendors.
 - Managing timeclock records and preparing biweekly payroll.
 - Monitor and reconcile the library's financial accounts.
 - Prepare monthly and annual financial reports for the Director and Board of Trustees.
 - Maintain library statistics and prepare statistical reports.
 - Assist the Director in managing the library's operating budget.
 - Monitor expenditures, revenue streams, and financial trends, providing regular reports.
 - Record and track library investments, working closely with the library director.
 - Record and track all donations to the library.
 - Handle vendor communications regarding returns and order problems.
 - Purchase operating supplies.
 - Prepare annual ordinances for review by library attorney.
 - Maintain appropriate records and prepare for the annual audit.
 - Maintain library records according to the guidelines of the Local Records Act.
 - Additional administrative tasks as needed, and as time allows.

- **Possible Additional Duties – The following tasks may be part of the position, based on the experience and interests of the candidate:**
 - Serve as a member of library’s marketing team.
 - Maintain the areas of the library Wordpress website related to finances and the Board of Trustees.
 - Create and maintain financial projections.
 - Provide administrative support for the board of trustees, including taking minutes and preparing board packets.

Qualifications:

- Strong and demonstrable organizational skills and attention to detail.
- Applicable education, training and experience in accounting, bookkeeping and/or business.
- At least two (2) years of relevant bookkeeping or accounting experience.
- Working knowledge of and ability to use Excel or similar spreadsheet software.
- Some experience with accounting software. The library uses Sage Accounting, but experience with QuickBooks or other similar software should be transferable.

Personal Skills and Characteristics

- Excellent communication and interpersonal skills.
- Service mentality.
- Ability to work independently and take initiative.

How to Apply: Interested candidates should submit the following documents. Interviews will begin around May 12th.

- A cover letter detailing their qualifications and interest in the position.
- A current resume or curriculum vitae.
- Contact information for at least three professional references.

Applications or questions should be emailed to Director@mahometpubliclibrary.org.

Hours and Salary Range: Hours will be variable and flexible based on need, up to 15 hours per week. Salary range is \$20-\$25/hour depending on qualifications.

Benefits: Paid time off. Participation in Illinois Municipal Retirement Fund. This position offers some flexibility in scheduling.