

MOUNTAINSIDE LIBRARY: BOOKKEEPER/ADMINISTRATIVE ASSISTANT

The Mountainside Public Library is seeking a part-time Bookkeeper/Administrative Assistant 20-25 hours per week. The ideal candidate has a minimum of 1-2 years of experience as a bookkeeper who is confident working with QuickBooks and is comfortable providing a range of administrative support. The Bookkeeper/Administrative Assistant will work closely with the Library Director and Library Board of Trustees to maintain the financial records of the Library and to produce and maintain necessary documentation.

Under the guidance of, and in consultation with, the Library Director, the Bookkeeper/Administrative Assistant will be responsible for general accounting procedures including, but not limited to accounts payable, account reconciliations, petty cash management, and creating and maintaining accurate financial reports and statistics for the Library. The candidate must be detail oriented, be able to work independently, and communicate effectively with the Library Director, staff, and vendors. Proficiency in QuickBooks, Microsoft Excel and Word are required.

Duties

- Maintain data and reports related to income and expenses in QuickBooks
- Process invoices, record accurate figures and statements for payment, and prepare checks
- Reconcile accounts
- Oversee and submit time sheet calculations for payroll processing
- Make regular bank deposits of monies collected at the Library
- Provide budget tracking reports including red flags to the Library Director
- Prepare files and reports for annual audit and work with outside accounting firm to ensure completion of the audit
- Coordinate with staff to select and order supplies
- Work with vendors with regard to purchases, payment issues, and returns
- Maintain relationships with key municipal staff as well as State contacts
- Prepare monthly Treasurer's Reports for Library Board of Trustees meetings and other financial and statistical reports for the Library Director or Library Board of Trustees
- Assist in compiling the monthly Director's Report to the Board of Trustees
- Maintains meeting minutes for Board of Trustees monthly meetings (May be done from recordings or by attending live meetings)
- Assists in the reporting of the annual NJ Per Capita State Aid Application and any grant funds and financial reporting requirements
- Other duties as assigned

Requirements

- Knowledge of responsible bookkeeping and accounting principles with 1-2 years of practical experience
- Proficient in the use of QuickBooks, Microsoft Word, and Microsoft Excel, and email
- Strong attention to detail
- Ability to work independently
- Ability to meet deadlines
- Ability to communicate effectively
- Bachelor's Degree or the equivalent in education and experience
- Experience working for a public agency is a plus

Schedule and Compensation

- 20-25 hours per week. Schedule to be determined upon hiring. Hours will be 4-5 days Monday-Friday between the hours of 9:00am and 6:00pm.
- \$24-26 per hour commensurate with experience
- Sick leave exceeds NJ State requirements
- Limited holiday pay
- Mandatory participation in State pension plan

To Apply

- Email cover letter and resume to Library Director, Tammy Shaw at mpldirector@mountainsidelibrary.org
- Letters of interest and resumes accepted through 5:00pm on November 6, 2024
- No phone calls or in-person inquiries, please.
- Employment will begin on or about January 6, 2025