



75-A South Brooke Street
Robesonia, PA 19551
Phone: 610-693-3264
www.berkslibraries.org/branch/robesonia
bookkeeperrcl@gmail.com

Part-Time Library Bookkeeper Position Available

REQUIREMENTS:

- Deals harmoniously and effectively with local officials, staff, community leaders, Board of Trustees and the public
- Ability to work independently

HOURS:

- 10 hours per month
- The schedule is flexible and most work can be done remotely
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MINIMUM QUALIFICATIONS:

- Experience with QuickBooks required
- Accountant/CPA preferred but not required
- Knowledge of internal controls and experience with financial reporting and IRS form 990 filing is a plus
- PA Criminal Background Check, Childline Child Abuse Clearance, FBI Criminal Background Check, Credit Check and Mandated Reporting Training are required
- Valid driver's license and reliable transportation are required

DUTIES:

- Responsible for accurate and timely recording of all financial transactions, timely payment of invoices, and reconciliation of all bank accounts.
- Responsibility for preparing monthly financial reports for the Board of Trustees meetings, coordinating the annual audit/review with an outside firm, and coordinating preparation of the IRS Form 990.
- Reports to the Treasurer and interacts frequently with the Library Director. Also works closely with the Board of Trustees and the Library Director in developing an annual budget.
- Follows library policies and procedures as adopted and revised by the Library Board.
- Prepares and maintains accurate financial records and reports as required by the Board of Trustees, Berks County Public Library System and Office of Commonwealth Libraries.
- Obtains approval from the Board of Trustees to hire an accounting firm to complete the annual audit/review. Provides assistance and documentation requested by the firm to complete an efficient and timely audit/review.
- Prepares the IRS Form 990 annually by May 15th or November 15th if an extension request is filed.
- Reviews all invoices or requests for payment and prepares related checks in a timely manner, providing the Treasurer with supporting documents for review and final approval of payments.
- Transfers funds between bank accounts as needed to maintain acceptable balances.
- Deposits checks occasionally if the Treasurer is not available.
- Reconciles all bank accounts monthly.
- Maintains furniture and equipment depreciation schedules and records related accounting entries.
- Maintains the QuickBooks accounting system, recording all financial transactions on a timely basis.
- Provides information for insurance audits, sales tax exemption renewal filings and other requests throughout the year.
- Occasionally interacts with the library's payroll processing firm and records the payroll summary in QuickBooks biweekly.