

## **Part-Time Bookkeeper - New Providence Memorial Library**

### Requirements

- Knowledge of bookkeeping and/or accounting principles and procedures gained from a course of study and/or work experience.
- Proficiency with and a minimum of 2 years working with QuickBooks
- A high school degree. Some college courses are desirable
- Excellent interpersonal and communication skills and attention to detail
- Experience with PrimePoint or other payroll software a plus
- Proficiency in MS Office, especially WORD and EXCEL
- Ability to work effectively as part of a team
- Ability to work independently and be self-directed.
- Ability to work with small amounts of money and provide change for staff
- Experience in a library or non-profit environment a plus

### Job Description

- Handle banking transactions including depositing cash 3x/week, transferring funds and reconciling statements monthly
- Prepare vouchers for all invoices, pay bills, reconcile billing and order discrepancies with vendors and maintain financial information in QuickBooks
- Prepare financial reports for monthly Board meetings
- Prepare other financial or budget reports as required
- Prepare materials for annual audit

### Hours and Salary

This is a part-time position working 8 hours/week. Work hours would be 1PM-3PM Monday/Tuesday/Thursday/Friday. There is some flexibility in the schedule. Must be in compliance with NJ First Act. Salary is \$20/hour.

Please forward resume and 3 professional references to [director@newprovidencelibrary.org](mailto:director@newprovidencelibrary.org). Interviews will continue until position is filled.

New Providence Memorial Library, 377 Elkwood Avenue, New Providence, NJ 07974