

Upshur County Public Library

Position Description: Bookkeeper / Office Manager

40 hour / week, full time weekday position (9:00 a.m. - 5:00 p.m. Monday-Friday, can be flexible on hours)

Pay is between \$14.00-\$17.00 / hour, depending on experience.

Benefits include:

- Health insurance
- Life insurance
- Retirement
- Paid holidays
- Paid sick and vacation leave

The Upshur County Public Library is seeking a highly motivated, detail oriented person with strong accounting skills and proficiency in QuickBooks. The applicant must also have experience in all facets of payroll. UCPL currently provides complete payroll services for 13 libraries and other bookkeeping services for 11 libraries.

Skills/Requirements

- Proficient using a personal computer and Windows based applications including word processing and spreadsheets.
- Proficiency in Quickbooks.
- Knowledge and understanding of basic accounting principles and concepts.
- Ability to prepare, understand, and explain financial reports.
- Ability to type with speed and accuracy.
- Strong attention to detail and organizational skills with the ability to prioritize effectively.
- Effective communication skills, both written and verbal.

Primary Responsibilities

- The following duties include the main library and up to 14 affiliate libraries.
 - Prepares and processes payroll checks, taxes, and all payroll reports.
 - Prepares and processes accounts payable checks.
 - Maintains all financial records.
 - Prepares monthly financial reports.
 - Assists in preparing the annual budget.
 - Assists in filling out reports, forms, etc.
 - Assist affiliate libraries with accounting problems, procedures, and accounting software.
 - Maintains proper audit trails and gathers/organizes documents for the auditors.
- Familiar with HR duties and forms.
- HR duties include maintaining personnel records, providing information and assistance to employees regarding policies and procedures, and coordinating and administering employee benefits.
- Handles the inventory and ordering of supplies.
- Handles the scheduling of the meeting room.
- Assists in overseeing the library facility.
- General library duties may be included as time permits.
- Other duties as assigned by the director.

Education/Experience

- A degree in accounting or five years of bookkeeping and office management experience.

Application Process

- Please send a cover letter, a resume, and three references to paul.norko@upshur.wvlibrary.info