

POSITION INFORMATION

Title: Bookkeeper

Location: North Pocono Public Library

Classification: Part Time

GENERAL DESCRIPTION

Responsible for handling the fundamental aspects of financial recordkeeping, including recording financial transactions, managing accounts payable and receivable and reconciling bank statements. It is important that the candidate be a dependable self-starter and a knowledgeable user of computers and common applications. A sense of humor, patience, and the ability to be flexible is critical to success in this position.

EDUCATION & EXPERIENCE REQUIREMENTS

Candidate must have a current Child Abuse clearance; PA Criminal History; FBI fingerprint based record check; and Mandated Reporter Training Certificate.

- High school diploma required; some college accounting coursework preferred
- Knowledge and experience with QuickBooks and Excel
- Knowledge of accounting regulatory requirements
- Excellent organization, time management, and communication skills
- Creative problem solving skills
- Ability to identify and respond to trends
- Ability to analyze and apply relevant data to the decision making process

PRIMARY RESPONSIBILITIES

- Pay bills and maintain ledgers
- Handle invoice activities and pay vendors for delivered materials and services
- Reconcile bank accounts
- Prepare financial statements and reports, including the profit and loss statement and balance sheet
- Assist with budget preparations
- Assist accountants with tax return preparation
- Input payables

If your qualifications and interests match this position, please email your resume and cover letter to susanjeffery@albright.org.

North Pocono Public Library supports workplace diversity and is proud to be an Equal Opportunity Employer (EOE).