



Job Title: **Bookkeeper**  
Department: Administration  
Reports to: Chief Financial Officer  
Supervises: N/A  
FLSA Status: Exempt  
Pay Grade: 5  
Job Classification: Specialist V

**OVERVIEW:** The Hussey-Mayfield Memorial Public Library has a long history of providing innovative, life-enriching services to the growing communities of Zionsville and Whitestown, Indiana. Our staff embraces cutting edge technologies, develops modern amenities, and offers personalized, up-to-date services. We promote collaborations and foster knowledge and entertainment throughout the community.

We are an Equal Opportunity Employer.

**JOB SUMMARY:** The Bookkeeper maintains input and output of information from the accounting software. Enters all invoices and maintains appropriate records. This position assists the Finance Manager/CFO in maintaining ledgers and various records required by the State Board of Accounts and State Library.

**ESSENTIAL FUNCTION & RESPONSIBILITIES:**

- Inputs information into the accounting software, including recording journal entries for payroll, cash receipts, and accounts payable.
- Issues checks for accounts payable at the request of the CFO.
- Manages all credit card activity, including reconciliation of statements.
- Handles cash received at public services areas and reconciles receipts.
- Performs clerical level financial support for library administration.
- Prepares reports and financial statements at the direction of the Chief Financial Officer.
- Assists in preparing and filing all required governmental financial reports.
- Coordinates with the Friends of the Library and Library Foundation to transfer and manage gift funds and grants.
- Assists CFO as directed in verifying information outputs for federal and state tax reports and payroll registers for accuracy.
- Assists in developing procedures for performance of a variety of financial management duties.
- Other duties as assigned.

**NON- ESSENTIAL FUNCTION & RESPONSIBILITIES:**

- Assists with various tasks that contribute to the successful operation of the Library.
- Works as a backup to the payroll and benefits processes as needed.
- Participates in library committees and community events.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. There may be other duties as assigned.*

**EDUCATION, WORK EXPERIENCE REQUIREMENTS & PREFERENCES:**

- Required: Bachelors in Accounting or a related field.
- Required: Minimal 2 years of relevant, professional experience working in a Finance field.
- Required: Competency with windows-based computer systems and electronic bookkeeping programs. ▪ Preferred: Previous experience in payroll preparation and employee benefits.
- Preferred: Experience with fund accounting.
- Preferred: Experience using Blackbaud Financial Edge software

**PHYSICAL DEMANDS:**

- Frequently: reading, writing, eye-hand coordination, hearing, seeing, talking, standing, sitting for long periods of time.
- Rarely: squatting, climbing, crawling, bending, pushing, pulling, and driving.

*The job candidate must be able to perform each essential function satisfactorily, either with or without a reasonable accommodation.*