

Pike County Public Library District

Job Title: Bookkeeper

Reporting to: Library Director

Salary and Benefits: Competitive wage commensurate with qualifications;

Benefits include health insurance, Kentucky Deferred Compensation, and paid time off.

Hours: 40 hours per week

Location: Administrative Office of Lee Street Branch Library

Job Description: The bookkeeper supports the fiscal and human resource management of the library by maintaining the financial records of the organization and producing standard and custom reports of financial activity and administering employee benefits.

Education:

- Experience with QuickBooks required
- Accountant/CPA preferred

Responsibilities & duties

Financial Records –

- processing payroll including paid time off accruals
- accruing and paying accounts payable, preparing checks for the Treasurer's signature
- recording and depositing incoming funds from sources including gifts, fund drives and endowment proceeds as received from the donor database manager
- maintaining a general ledger with any subsidiary files as may be required
- generating financial reports, including a monthly Balance Sheet, Profit & Loss Statement, Cash Flow Report and a Budget to Actual Comparison

- maintaining all financial records in accordance with the policies set forth by the Kentucky State Legislature
- performing timely bank reconciliations and journal entries including accruals and depreciation when appropriate
- maintaining merchant services accounts and recording their receipts and expenses in coordination with the donor database manager
- assisting the CPA with the annual audit
- assisting with budget preparation
- maintaining adequate internal controls and confidentiality
- maintaining electronic and paper filing system to support financial records

Employee Benefit Administration

Employee Records –

- Using library policies, calculate paid time off accruals and maintain records for individual employees including recording in payroll records
- Using library policies, administer the Kentucky Deferred Compensation Contribution by notifying employees of legal status, recording and maintaining voluntary contribution records and corresponding payroll deductions
- Using library policies, administer disability insurance benefits by notifying employees of legal status and maintaining records
- In coordination with local and state governmental organizations, maintain the voluntary payroll deductions for the including health, dental, vision, and life insurance.
- In compliance with regulation, maintain coverage and records for Worker's Compensation Insurance.

Equal Employment Opportunity

The Pike County Public Library District is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, sex, age, color, national origin, ethnicity, creed, religion, disability, genetic information, sexual orientation, gender, gender identity and expression, marital status, pregnancy, or veteran status.