

Library Center of the Ozarks

Bookkeeper / Administrative Assistant

Job Description

Primary Duties: The Bookkeeper/Administrative Assistant is responsible for a wide range of accounting, financial reporting, payroll, budgeting, personnel, administrative, and clerical functions.

Essential Functions:

Bookkeeper

- Performs all accounts receivable and payable activities: reviews vendor invoices for accuracy and enters them into financial software for payment and archiving; counts and reconciles money from coin operated equipment; reconciles Point of Sale revenues with Integrated Library System reports; prepares daily deposit; and reconciles all Library debit card statements.
- Organizes and maintains all financial records including bill payment, deposits, and updating QuickBooks.
- Purchases supplies for all departments and monitors expenditures to stay within the approved budget.
- Maintains accurate records of contracts, maintenance agreements, and other important vendor documents.
- Assists the Library Director in preparing the annual budget, including gathering and compiling budget information; estimating the needs and costs for supplies and equipment; researching information needed for purchases; determining areas of potential over or under expenditures; and initiating journal entries.
- Acts as primary time administrator for the Library. Prepares and submits biweekly timesheets for payroll.

Administrative Assistant

- Initiates and processes all electronic personnel actions for Library staff including onboarding, terminations, status changes, and maintains records for employee insurance packages.
- Collects and maintains records of staff and volunteer background checks.
- Assists the Library Director with projects, building maintenance, meetings, etc.
- Updates various policies and procedure manuals under the direction of the Library Director.
- Prepares records retention schedules, arranges for transmittal of records to be placed in storage and/or destruction, based on [Public Libraries Records Retention Schedule](#)

- Support the Library Director and the Board of Trustees administratively.
- Volunteer Coordinator – responds to initial requests, works with supervisors for placement, manages orientation, and maintains records.

Knowledge:

- Advanced working knowledge of various software, including but not limited to, Microsoft Office Suite, Google programs, and QuickBooks.
- Advanced knowledge and understanding of general accounting principles, financial record keeping rules and procedures, and basic budget procedures.
- Knowledge of and commitment to excellent customer service principles and practices.
- Understands the importance of handling confidential information and materials.

Skills and Abilities:

- Strong organizational skills, attention to detail and ability to maintain accurate records.
- Excellent time management skills, ability to prioritize tasks, and meet deadlines.
- Ability to prepare, review, understand, and analyze financial and budget records.
- Ability to follow complex, multi-step procedures to complete tasks.
- Excellent written and verbal communication skills
- Ability to work independently with minimum level of direct supervision.
- Must be flexible and adaptable to work in an ever-changing environment.
- Ability to maintain privacy of records and employee personal information.

Education and Experience:

- High School Diploma or equivalent
- Bookkeeping or accounting certification preferred.
- Must have experience using QuickBooks at an intermediate or advanced level.
- Must have experience using Microsoft Suite (Word, Outlook, Teams, SharePoint, and Excel) at an intermediate or advanced level.
- Experience with public libraries or nonprofits a plus.

Physical Demands

- Performs bending, squatting, kneeling, and reaching from floor level to six feet.
- Displays good coordination and mobility.
- Routine lifting and handling of library materials weighing up to 30 pounds.
- Ability to stand for extended periods of time.
- Ability to perform work at a computer terminal for extended periods of time.

Reporting Structure: Reports to Library Director