



Nonprofit Bookkeeper – Part-time

Hours Required: 15 hours per week

Pay Basis: Hourly starting at \$17 - \$20 per hour depending on qualifications

Position Summary: Pottstown Regional Public Library is looking for a detail oriented, bookkeeping specialist who loves numbers and would like a part-time, flexible schedule. We need a technically proficient candidate who has experience with QuickBooks (nonprofit edition), and has the ability to step into the position immediately. You must be proficient with accounts payable (A/P), accounts receivable (A/R), reconciliations, and preparing reports. Excellent skills in Microsoft Word, Excel, and ADP a plus. While you'll have the ability to work from home when the situation calls for it, this is an **onsite**, office position. You will have the flexibility to create a schedule that works for you within the operating hours of the library. This is a W-2 position. EOE.

Supervision:

- Reports to the Executive Director of Pottstown Regional Public Library
- Will occasionally meet with the library Board of Directors to answer questions.

Skills & Qualifications:

- **Experience:** Minimum 3 years QuickBooks, 3 years in Bookkeeping
- **Education:** HS diploma required, Associate's or Bachelor's Degree in Business Administration or Accounting, or certified bookkeeper status preferred
- **Requirements:**
 - Good time management and organization skills
 - Excellent organizational skills with attention to detail
 - Team Player and Solution oriented
 - Computer savvy
 - Proficient in MS Office - Outlook, Excel & Word.
 - Proficient in QuickBooks - Bookkeeping.
 - Ability to multi-task and change direction quickly.
 - Ability to prioritize, work quickly, and use initiative.
 - Willing to learn and grow into your position.
 - Excellent communication skills.

Job Duties include but not limited to:

- Work closely with the Executive Director on budget and financial fitness of the library
- Bank and Credit Card Reconciliation
- Journal Entries/Month-End Closing - Book month end entries such as expense accruals, prepaid and other close entries, and running Financial Statements as requested by the board
- Accounts Payable / Accounts Receivable, bank reconciliations, journal entries, QuickBooks reports, payroll, and other accounting tasks.

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Clearances Required: All library positions require the following,

- Report of criminal history from the PA State Police
- Child Abuse History Clearance from the PA Department of Human Services
- Fingerprint based federal criminal history submitted through the FBI.

Very Important--Please fill out the online application and submit it along with your resume to pottstownlibrary@mclinc.org. This is the only way you will be considered for this position.

Disclaimer: The information in this job summary is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. You may be required to perform other duties and responsibilities as assigned.