Job Title: Bookkeeper
Reports To: Executive Director
Status: Part Time, Non-Exempt
Department: Financial
Starting Rate: $18.00 per hour

The Eastern Lancaster County Library is seeking candidates to fill a part-time Bookkeeper position at its library for approximately 10 hours per week. Schedule is flexible with a possibility of telecommuting with Director's approval.

Position Summary
This role supports the financial operations that help Eastern Lancaster County Library deliver essential library services to the community. We are seeking a qualified bookkeeper to oversee financial operations, payroll, and administrative management.

Key Responsibilities:

- Accounting & Payroll: Utilize QuickBooks to process accounts payable, accounts receivable, payroll, and timely payroll tax filings.
- Financial Reporting & Budgeting: Conduct monthly bank reconciliations and financial reports to submit to the board of trustees. Collaborate with the director and board to develop an annual budget.
- Audit & Compliance: Coordinate annual external audits, complete financial statements, and prepare state regulatory reports.
- HR & Benefits Administration: Oversee employee benefits, including IRA plans, while maintaining precise personnel records.
- Donor Management: Manage donor databases and support fundraising communications and campaigns.

Qualifications:

- Proven experience in financial management and administrative operations.
- Strong proficiency with QuickBooks and donor management software.
- High attention to detail regarding compliance, reporting, and records management.
- Associate's degree in finance/accounting or commensurate experience preferred.

Send resume and cover letter to Library Director at atimlin@elancolibrary.org

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