

SUBLETTE COUNTY LIBRARIES

JOB DESCRIPTION

Position Title: Bookkeeper

Benefits Package: Five personal hours earned per month to be used to make up for hours lost to holidays, sick days, and vacation.

Organizational Status:

- This is a part-time non-exempt permanent position.
- Reports to the Executive Director

Nature of Work

Works extensively on QuickBooks processing accounts, invoicing, payroll, inputting organizational and project budgets and performing other bookkeeping duties.

Essential Functions of the Job:

- Responsible for the timely and accurate completion of payroll related tasks such as quarterly taxes, health insurance, retirement, HSAs, and Wyoming Workforce Services. Coordinates the details of direct deposit with library staff.
- Tracks and completes required financial and other reports for grants and surveys received by the library.
- Maintains library staff vacation, sick leave and personal hour records.
- Maintains relevant financial documents needed to ensure completion of the annual county and state audits. Assists auditors as needed.
- Maintains budgets and accounting records for all funds. Assists Executive Director with county budgeting process.
- Balances monthly bank statements.
- Ensures all federal, state and county regulations and best practices recommendations are met.
- Prepares both system and foundation financial reports, checks and vouchers for monthly board meetings.
- Works closely with the Executive Director. Keeps Director informed of any irregularities, issues, or policy needs. Assists with administrative tasks. Does special reports and analysis as required.
- Must be present every month to prepare for the monthly board of directors meeting with payroll, system and foundation checks, financial reports and other paperwork.

- Runs cash register report weekly. Monitors Big Piney cash register report. Deposits funds.
- Tracks all foundation funds and reports. Prepares information for accountant related to 990 Foundation Tax Form.
- Maintains acquisition and programming records for library purchases system wide and prepares monthly reports for the fund managers.
- Demonstrates the interpersonal skills necessary to establish and maintain good working relationships with library staff and patrons. Willing to work as a team and contribute ideas.

Knowledge, Skills and Abilities Required

Extensive knowledge of QuickBooks and Excel

Extensive knowledge of general office, accounting and bookkeeping practices.

Extensive knowledge of requirements for public funds accounts.

Ability to organize and prioritize the duties of the position and effectively complete the responsibilities of the job.

Other Requirements:

Minimum Education: High school diploma.

Minimum Experience: Three to five years of bookkeeping experience, preferably with public funds.

Reputation: Must possess a reputation of honesty, integrity, and reliability. Ability to be bonded.

Background Checks: All employees must be willing to submit to a background check.

Note: This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this description.

All employees of Sublette County are “at-will” employees. This means that Sublette County retains the absolute right to terminate an employee at any time, with or without cause.