

Wood Library, an association library located in Canandaigua, NY, is seeking a qualified individual for a full-time bookkeeping position (35 hours a week). Qualified, interested parties should email a cover letter, resume, and three references by **Friday, May 20** to:

Executive Director Jenny Goodemote

jgoodemote@pls-net.org

The Bookkeeper position is responsible for processing all financial transactions, reconciling all bank accounts and other general ledger accounts, and preparing monthly financial statements for management review in accordance with generally accepted accounting principles in the US. This position reports to the Executive Director and works closely with all other staff members.

Job Responsibilities

Cash Activities

- Prepares daily cash bags and records information for bank deposit
- Prepares and records daily cash reports
- Manages petty cash

Other Receipts

- Records all incoming checks
- Updates and maintains Library's donor software
- Tracks usage of restricted funds and program grants
- Records monthly investment and financial account activity and reconciles statements to general ledger
- Records and transfers donor funds into appropriate bank accounts (operating vs. capital)

Payroll Activities

- Processes and records payroll
- Submits SIMPLE IRA contributions
- Updates employee salaries and deductions

Expenditures

- Pays all invoices for operating and capital expenditures
- Creates recurring credit card and ACH pledges in fundraising software
- Justifies credit card purchases against monthly credit card statements

Reconciliations and Reporting

- Effectively communicates with the Board Treasurer, Executive Director, and other staff members
- Prepares monthly financial reports for Board distribution
- Reconciles all monthly bank statements
- Prepares and files the annual NYS sales tax report
- Assists auditors with necessary information for annual audit

Qualifications

- Five or more years of relevant work experience
- Associates degree desired
- Knowledge of financial statements, reconciliations and general ledger
- Proficiency in various accounting software programs including QuickBooks (online and desktop versions)

- Proficiency with Microsoft Suite
- Excellent verbal and written communication skills
- Strong interpersonal, relationship-building and organizational skills
- Attention to detail

Benefits

- 3 paid personal days per year
- Health insurance
- Group life insurance
- Paid vacation and sick leave
- EAP
- Option to participate in SIMPLE IRA plan

The Wood Library is an Equal Opportunity Employer. It is located at 134 North Main Street in Canandaigua, NY.