



Vacancy Announcement – Bookkeeper (Part-time)

The Tuxedo Park Library welcomes applicants for the part-time position of Bookkeeper. We are looking for an individual who has experience with QuickBooks, Excel and running payroll.

The Bookkeeper's responsibilities include:

1. Keep the general ledger using QuickBooks
2. Prepare payroll; maintain worker's compensation and disability insurance
3. Prepare and analyze monthly financial statement and year-end forecast for the Board of Trustees.
4. Balance and record desk cash and petty cash accounts
5. Bank all monies and move money for payroll and regular accounts
6. File, prepare and write all checks for signing
7. Assist with preparation of the annual budget
8. File the financial section of the Annual Report to the State
9. Oversee retirement plan, health and master insurance policies
10. Prepare tax and insurance reports; work with auditor at year-end
11. Prepare W-2 forms for employees
12. Assist the Library Director with building maintenance issues.
13. Order Library supplies.
14. Research cost cutting alternatives.

Education and/or Experience Required:

Two years of college education in accounting, bookkeeping or a related field; or three years of relevant bookkeeping experience; or any combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities is required. Experience with QuickBooks and Excel is required. Bookkeeping and accrual accounting experience in a nonprofit or government setting is desired.

Interested applicants should send a resume and cover letter to tplapply@rcls.org or Tuxedo Park Library, attn.: Diane Loomis, PO Box 776, Tuxedo Park, NY 10987.