



Vacancy Announcement – Bookkeeper Part-Time

The Tuxedo Park Library is seeking an experienced, detail-oriented Bookkeeper to join our team on a part-time basis. The Bookkeeper reports to the Library Director and is responsible for the Library's day-to-day financial operations, including bookkeeping, payroll, banking and financial reporting.

Responsibilities include:

- Keep the general ledger, A/R and A/P using QuickBooks
- Prepare payroll and maintain workers' compensation and disability insurance
- Prepare and analyze monthly financial statements and year-end forecast for the Board of Trustees.
- Balance and record desk cash and petty cash accounts
- Prepare deposits of Library funds and transfer funds as needed between bank accounts
- Prepare and process checks for authorized signatures
- Assist with preparation of the annual budget
- File the financial section of the Annual Report to the State
- Oversee retirement plan and insurance policies
- Prepare NY sales tax filing and work with auditor at year-end
- Attend monthly finance committee meetings as needed

Education and/or Experience:

Associate degree or college coursework in accounting, bookkeeping, business administration, finance or a related field preferred; equivalent relevant experience and training may be substituted.

Must have experience with: QuickBooks, Microsoft Excel and Payroll Processing

Bookkeeping and accrual accounting experience in a nonprofit or government setting is desired.

Hours and Pay:

- 12-15 hours a week (2 partial days a week) and monthly finance meeting on the third Wednesday of the month from 6:00pm – 7:30pm
- \$25-\$30 per hour depending on experience

How to Apply:

Interested applicants should send a resume and cover letter to Diane Loomis, Library Director at tplapply@rcls.org. Only candidates selected for interviews will be notified and applications will be accepted until the position is filled.