



Position Available
Part-time Bookkeeper
Orion Township Public Library

Position: Bookkeeper
15 hours/week
Department: Administration
Salary: \$16.50/hour

Primary Job Duties:

- Processes accounts payable. Records invoices, prepares automated checks, mails and files checks and updates vendor accounts. Manages W-9s and 1099s for vendors.
- Counts cash, prepares and makes regular bank deposits.
- Manages the library's fixed assets.
- Assists with the annual financial audit of the library. Prepares necessary documentation and provides information to auditors as requested.

Required Qualifications:

- Minimum educational attainment of a High School diploma or equivalent, supplemented with at least one year of college or specialized training in bookkeeping, accounting or related field. Associate's degree in the field preferred.
- Two years of full charge bookkeeping.
- Knowledge of bookkeeping, financial record keeping, accounts payable and receivable, and related regulations and procedures.
- Skill in using basic office equipment and various computer programs, including word processing, spreadsheet and database applications.
- Skill in utilizing computerized accounting software to maintain financial records, generate reports and prepare required financial statements.
- Skill and accuracy in financial computations.
- Ability to organize and prioritize continually changing tasks and meet frequent deadlines.
- Ability to work independently and maintain confidentiality.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, vendors, board members, and the public.

Dates: Deadline for applications is Wednesday, October 26, 2022

Apply To: Joyce Becker
Orion Township Public Library
825 Joslyn Road
Lake Orion, MI 48362
248-693-3000 x302
Electronic submissions accepted: jbecker@orionlibrary.org

Please submit an application, cover letter, and resume. The application is available at:
[Library Employment | Orion Township Public Library \(orionlibrary.org\)](https://orionlibrary.org)

This is an at-will position.

Orion Township Public Library is an Equal Opportunity Employer.