



Job Description

Bookkeeper

Part-time, Hourly, PTO Benefited

Principal Role

Reporting to the Director of the Mississippi County Library System (MCLS), the Bookkeeper processes all billing and invoices for payment utilizing online accounting software. The bookkeeper administers human resources related paperwork, including payroll. The position also serves as the principal liaison to the System's accounting and auditing firm.

Essential Duties & Responsibilities

- Processes all System bills/invoices in timely fashion with accurate expense tracking
- Utilizes Microsoft 365 (Outlook, Excel, Word, etc.) and online accounting software such as ACS via Cetrom
- Ensures that payroll is processed in timely fashion
- Establishes employee records, including tax withholding paperwork and benefit funding
- Maintains an accurate and up to date roster of employees, tracking start date birthdate, typical number of hours scheduled weekly
- Ensures that all financial transactions with federal and state entities are addressed on time
- Compiles data and documentation as needed and requested by the MCLS Director and the System's accounting firm, with a special emphasis during the annual financial audit
- Maintains well organized paper and electronic files such that information can be accessed quickly and utilized efficiently
- Works closely with the System's accounting firm to complete annual audits
- Assists the Director with annual budget development and tracking as requested
- Maintains training of Blytheville Branch Manager to substitute in the position's duties if/as necessary
- Participates in meetings and discussions as a member of the MCLS management team

- Coordinates catering or meal provision for MCLS meetings, in-service activities, and internal social events
- Occasionally, as needed, covers the Blytheville Customer Service Desk for short periods of time
- Assists the Director with various projects and duties as requested

Qualifications: Education, Experience, Skills

- An associate degree or higher required, bachelor's degree in accounting or related field preferred
- Must be able to maintain integrity to keep financial records accurately and to keep personal, human resource-related information confidential within the scope of law
- Demonstrable, effective communication and math skills
- Ability to interpret, utilize, and present financial data accurately, strategically, and ethically
- Aptitude and familiarity with e-mail, Microsoft Office (especially Excel), online accounting software, and standard office technologies
- Must be able to maintain friendly, positive, and engaged professional relationships with System customers and colleagues of all ages, ethnicities, political and social perspectives, and socio-economic statuses
- Ability to prioritize tasks and work accurately with attention to detail
- Ability to give and follow instructions and communicate well with others both verbally and in writing
- Must be self-motivated and able to work without direct supervision; but also able to work as a member of a team

Physical & Professional Demands

- This is a professional position that demands courteous and polite interactions with colleagues and the service population.
- Promptness, reliability, and integrity to follow a flexible schedule
- 24/7 availability via cell phone and texting
- Ability to lift loads up to 40 pounds and push book carts weighing several hundred pounds
- Performs tasks involving sitting, standing, walking, stooping, long periods of keyboarding, etc.

Availability

This is an hourly (18 hrs/week), part-time, PTO benefited position with a cell phone allowance. Pay rate based on experience and qualifications. The position offers flexible scheduling options as agreed upon with the Director.