

Lane Library District

Bookkeeper/Library Assistant Job Description

Title: Bookkeeper/Library Assistant

Reports to: *Library Director*

Effective Date: *February 15, 2010*

Starting pay: \$12.09/hour w/ no benefits

Hours: up to 15 hours/week – some flexibility negotiable

New position

Position change

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

The Bookkeeper / Library Assistant's primary role is to perform a variety of bookkeeping, record-keeping, organizational, and other tasks to assist the Library Director in her duties and enhance the smooth operation of the Library. The Bookkeeper/Library Assistant will also assist in other library tasks as needed.

Essential Functions/Major Responsibilities:

- **Pay incoming bills** (record transactions into QuickBooks) Photocopying and preparing to mail as needed. Miscellaneous filing and record-keeping related to accounts payable. (2X/week)
- **Payroll preparation and records** (collect time-sheets, prepare information to send to accountant, record in QuickBooks (QB) (payroll entries and journal entries), record all payroll information in spreadsheet (includes vacation, sick leave, retirement, etc.). (Monthly)
- **Employee benefits record-keeping.** Maintain records, coordinate renewals, assist with any necessary reports (Varies.)
- **Bank Deposit Preparation.** Prepare (including cash), record in QB, and print bank deposits. (Weekly)
- **Cash Summary.** Complete and record in QB summary of "cash" receipts (circulation desk till). (Monthly)
- **Monthly Financial Reports.** Send QB file to accountant after reconciliation is completed at the end of each month. Review Financial Report with Director and prepare a very brief report explaining any special circumstances. Print both a hard copy and pdf copy for Board Members. (Monthly)
- **Budget.** Assist Director with gathering information for annual budget. Help with preparation and other requirements as Director requests. (Annually)
- **Donations.** Record-keeping and maintaining acknowledgement (thank you) letters, etc.
- **Gathering and recording Library Statistics** (Monthly)
- **Assist with regular inventory of supplies and purchasing as needed.** (Weekly/Monthly as needed)
- **Filing.** Assist Director with filing and maintaining District records as time allows.
- **Overdue Notices and Patron Billing.** Assist with sending notices and billing for lost/unreturned materials.
- This job description does not necessarily include all of the essential functions that may be assigned to this position, based upon the continuing needs of the organization.

Secondary Functions: (most of these functions are Library Assistant tasks and will be undertaken on a substitute basis or as otherwise needed)

- Performs all aspects of opening and closing library and circulation desk.
- Greets, assists and refers patrons according to their needs.
- Checks in and out all library materials and collects appropriate fines for lost or damaged materials.
- Performs registration of new and reregistered patrons and inputs patron information.

- Perform patron registrations and updates as well as other patron records tasks
- Maintains a working knowledge of the Lane Library District system and its processes.
- Answers incoming phone calls; makes referrals or takes messages as appropriate.
- Assists in training and monitoring of new volunteers.
- Shelves, reads and straightens new books and other circulating materials as necessary.
- Participates in continuing education activities to foster professional and personal development.
- Performs minor repairs on circulating materials.
- Maintains a working knowledge of all circulating equipment and instructs borrowers on usage as necessary.
- Assists public in use of patron computers, printer and copier.
- Learns and complies with library policy.
- Makes recommendations for improvements in collection and services
- Performs other related duties as required.

Job Scope:

Performs duties independently with minimal supervision, operating from specific directions and instructions. Decisions are of a routine nature, made within prescribed operating guidelines, policies, and procedures. Mistakes/errors may result in credibility and/or financial consequences to the district, inefficiency, work stoppage, or patron inconvenience, all of which can have negative implications for the district.

Supervisory Responsibility:

This position may require limited supervision of volunteers and occasionally of court-ordered community service workers. Typically, these relationships will be more cooperative/collaborative than supervisory.

Interpersonal Contacts:

Has regular contact with others both inside and outside of the organization. The most common internal contacts are with volunteers, coworkers and the Director. There is also occasional contact with the Lane Library District Board of Directors and our companion organizations: Creswell Public Library Foundation and Friends of the Creswell Library. The most frequent external contact will be with patrons and community members. Internal and external interactions involve information exchange, problem solving, and negotiation.

Most contacts will be face to face, although phone interactions with patrons and vendors are frequent. Library interactions frequently involve discussion of confidential/sensitive matters.

Specific Job Skills:

- Ability to make decision within stated guidelines and to work independently in a wide variety of situations
- Ability to alphabetize and file and to perform clerical tasks with neatness and precision
- Ability to apply library rules and regulations as found in staff manuals and statements of library policy
- Ability to communicate and deal with the public and staff effectively in person, in writing, and by telephone
- Ability to operate office and automated equipment
- Ability to type accurately, at a reasonable rate
- Aptitude and interest in library work
- Ability to shelve and retrieve library materials
- Ability to read both print and CRT-display lettering
- Ability to manipulate electronic equipment for circulation functions
- Ability to work cooperatively and harmoniously with others

- Ability to maintain proper emotional balance in all types of situations
- Ability to lift up to 25 pounds, stand for extended periods (when working at Circulation Desk) and ability to stoop and reach to shelve books on both low and high shelves.

Education and/or Experience:

No specific education or experience is required, however ability and willingness to learn and perform job skills is essential.

Job Conditions:

This position requires the incumbent to work in an environment where there may be regular exposure to fumes, building temperature fluctuations, dust, noise, chemicals, odors, and outside weather. Other working conditions may include frequent interruptions, working alone (infrequently), evening and weekend work, repetitive tasks, and exposure to computer CRTs.