

The Roeliff Jansen Community Library, in Copake, NY, is looking for an experienced part-time bookkeeper for approximately 8-10 hours per week. Knowledge of MS Office and QuickBooks as well as full accrual accounting are required. Experience with QuickBooks online and bookkeeping for nonprofits helpful. The position reports to the Library Director and interfaces with the Treasurer and Development Committee Chair. Bookkeeper should be comfortable working independently.

Weekly activities include:

Entering all bills payable into QuickBooks

Writing checks and posting electronic payments to pay the bills as well as entering these payments into QuickBooks

Preparing checks and any cash for deposit

Photocopying all donation and other checks

Downloading payment information from PayPal and Square

Entering into QuickBooks all deposit/income information

Emailing deposit records to Treasurer, Director, Development Chair, etc.

Bi-weekly activities include:

Processing payroll information for PayChex

Verifying PayChex payroll payments

Monthly activities include:

Printing bank statements and doing QuickBooks reconciliation

Running preliminary and final monthly Board reports

Verifying that PayChex has made payments to the IRS for IRS-941 payments

Quarterly activities include:

Confirming that PayChex has filed IRS-941 report

Confirm that PayChex has filed and paid NYS-45 report

Yearly activities include:

Preparing for annual review or audit based on accountant's list of requirements (statements needed, check copies, QuickBooks reports, etc.)

Entering budget created by Director and Treasurer into QuickBooks.

Confirm that PayChex has generated W-2s and 1099s

Other responsibilities include:

Contact vendors with questions about payments.

Set up new employees with PayChex

Transfer funds between bank accounts as needed.

Run special reports from QuickBooks when requested.

Maintain files.

Assist with Check-in/out at annual Gala.

Hourly rate, \$24-\$26, depending upon qualifications and experience.

Interested candidates, please submit a resume and cover letter explaining why you think you are a good fit for this position to Tamara Gaskell, Library Director, at director@roejanlibrary.org. Review of applications will begin on October 13.