



WESTCHESTER PUBLIC LIBRARY

Westchester Public Library seeks a full-time Bookkeeper/Administrative Assistant

Responsibilities

- Precise management of all fiscal procedures and records, including funds accounting and investments, following methods prescribed by the State Board of Accounts
- Accurate and timely processing of employee payroll and benefits (including timecards and paystubs), including processing of Federal and State withholding taxes, Social Security wages, Library and employee contributions to Indiana PERF, contributions to other retirement accounts, and other payroll deductions to appropriate agencies
- Prepare credit card and cash receipts, and bring daily deposit to bank; reconcile accounts and bank statements at end-of-month
- Prepare claims and warrants for payment of all invoices, process receipts and disbursements, create accurate appropriation and other financial reports
- Prepare detailed financial reports for the Library Director at Board of Trustees' monthly meetings; prepare monthly financial statements and upload to Indiana Gateway
- Order supplies for the Library, staff, and public programs, and resolve procurement issues; sort and distribute mail to departments
- Complete and submit Form 100R and other annual financial reports; work in tandem with Library Director on these and related annual and quarterly reports required by the State Board of Accounts and the Indiana State Library
- Prepare quarterly Federal Tax Returns; complete year-end financial processes, minor transfers, and related documentation; prepare employee W-2s and contractor 1099s
- Coordinate public meeting room reservations and related processes
- Serve as primary liaison for audits by State of Indiana, maintain relevant records and files
- Support the Library Director through general administrative duties and by preparing documents, letters, and other items necessary to daily operations
- Stay up-to-date on bookkeeping best practices and laws that impact libraries; attend workshops by Department of Local Government Finance and State Board of Accounts
- Serve as Notary Public for the Library
- Attend Monthly Management and other relevant meetings

- Follow all Library policies and procedures
- Other duties as needed or assigned

Requirements:

- Minimum 4 years' successful experience as a bookkeeper with payroll responsibilities
- Strong accounting software skills and office software skills (G-Suite and Microsoft)
- Extremely strong organizational skills
- Strong verbal and written communication skills
- Must have integrity and be professional, adaptable, amiable, and inclusive of diversity
- Preferred but not required: experience in a nonprofit setting; experience with local government finance
- Note: candidates will be submitted for background checks and credit checks
- Note: this position does not supervise others but regularly interacts with Library staff, vendors, and patrons reserving meeting rooms

Working Conditions

- Typically Mon-Fri daytime schedule
- Normal library/office indoor working conditions; mild exposure to office/maintenance chemicals (cleaning solutions, glue, paint, and similar)
- Noise level is typically low to moderate

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position; reasonable accommodations may be made to enable individuals to perform these essential functions:

- Sit for long periods of time
- Manipulate books and other materials, paper, computers, and other technology
- Speak, listen, and communicate clearly with others
- See and read; appropriately distinguish words, letters, and numbers
- Regularly reach for and collect items
- Infrequently climb, balance, stoop, kneel, or crouch

Salary range starts from \$54,000 depending upon experience, with an outstanding benefits package

- The Library pays all premiums for health insurance for full-time eligible employees.
- The Library makes a generous annual contribution into health insurance-covered employees' individual Health Savings Accounts.
- The Library pays both the employee and employer portions for the maximum allowable contribution into the Indiana Public Employee Retirement Fund for full-time employees.
- The Library pays all premiums for life insurance coverage for full-time employees.
- Full-time professional employees accrue 20 vacation days annually; accrue sick leave; and are compensated for 12 holiday closures annually.
- The Library offers all employees the option to participate in the Nationwide retirement savings plans for employees of the State of Indiana.

Westchester Public Library is a township library system operating two circulating branches, a service center, and the Westchester Township History Museum, serving Chesterton, Porter, Burns Harbor, and Dune Acres, and is located four miles from Indiana Dunes National Park and forty-six miles from Chicago.

To apply, email PDFs of the following to lisa@wpl.lib.in.us

- Meaningful cover letter explaining why you are interested in and qualified for the role
- Current resume
- Three professional references, including one former or current supervisor

Position open until filled