

**BLANCO COUNTY SOUTH LIBRARY DISTRICT
BOOKKEEPER
2018**

Tasks and Responsibilities

- **Maintain close communication with Library Director and District Board Treasurer. Bookkeeper will:**
 - Record bills when received by date incurred.
 - Pay bills through QuickBooks (QB) by date paid.
 - Record receivables. Record receipt of payments. Deposit funds.
 - Deposit funds.
 - Monitor transaction box weekly, record accurate daily accounting of fees, donations and other revenues. Monitor Petty Cash Box monthly.
 - Reconcile monthly bank statements, and credit card statements.
 - Assist District Treasurer for annual audit, if necessary.
 - Assist Director with Annual State Report, if necessary.
 - Set up and maintain appropriate filing.
 - Attend necessary and appropriate meetings requested by Director or Board of Trustees.
 - Other duties as assigned.

- **Payroll. Bookkeeper will:**
 - Maintain payroll information by collecting, calculating, and entering data.
 - Determine payroll liabilities by calculating employee federal tax, Medicare, Social Security taxes and employer's Social Security, unemployment, and (TWC) workers compensation payments.
 - Assist Director in preparing 941 and Texas Workforce monthly and quarterly reports.
 - Assist Director in Preparing W-2 and distribute to employees by January 31st annually.
 - Accrue payroll at end of year.
 - Keep all employee payroll information confidential and secure.

- **Work closely with Blanco Library Inc. (the 501©3 Corporation of the Blanco Library). Bookkeeper will:**
 - Receive, post, and deposit checks for Blanco Library, Inc.
 - Work closely with Treasurer of Blanco Library, Inc. by ensuring Doran Endowment Investments are up to date and interest payments transferred on a quarterly basis to District.
 - Notify Blanco Library, Inc. Board of donations.
 - Assist Blanco Library, Inc. Treasurer with proper distribution in accounts when necessary.