**BLANCO COUNTY SOUTH LIBRARY DISTRICT**

**Bookkeeper**

**Job Description**

2022

**Job Type:** Part-Time

**Reports to:**

* Library Director and District Board Treasurer

**Essential Functions**

District Financial Operations

* Records financial transactions in QuickBooks (QB) using accrual accounting method.
* Deposit funds.
* Reconciles monthly bank statements, and credit card statements.
* Monitors cash flow, sales tax revenue, and budget.
* Notifies Treasurer or Library Director of any accounting errors.
* Provides monthly financial report for the District Board of Trustees.
* Attends necessary and appropriate meetings requested by Director or Board of Trustees.
* Assists District Treasurer for annual audit.
* Assists Director with Annual State Report.
* Set up and maintains appropriate filing system in accordance with federal and state guidelines.
* Works with District Treasurer and Library Director in budget preparation for presentation to Board.
* Oversees inventory of furniture/equipment.
* Maintains annual certification for DUNS, SAM, and other required filings.
* Oversees Texas Municipal League (TML) Intergovernmental Risk Pool requirements and filings for property insurance.
* Compiles and submits annual TML audit.
* Maintains TML Health Insurance records and filing.
* Suggests changes in policies and procedures based on federal and state guidelines.
* Processes Open Record requests.
* Attends Blanco Library Inc. meetings as needed.
* Other duties as assigned.

Payroll

* Tracks payroll data and issues payments.
* Determines payroll liabilities by calculating employee federal tax, Medicare, Social Security taxes and employer’s Social Security, unemployment, and (TWC) workers compensation payments.
* Prepares 941 and Texas Workforce monthly and quarterly reports.
* Assists the CPA to prepare the W-2s and then distributes them to employees by January 31st annually.
* Keeps all employee information confidential and secure.

501(c)3 Financial Operations (Blanco Library, Inc.)

* Receives, posts, and deposits funds for Blanco Library Inc.
* Work closely with Treasurer of Blanco Library Inc. to ensure the Doran Endowment Investments are up to date and interest payments transferred on a quarterly basis to District.
* Notifies Blanco Library Inc. Board of donations, and assist INC Treasurer for proper distribution in accounts when necessary.
* Provides financial reports for Blanco Library, Inc.
* Coordinates with the CPA to file the 990 for Blanco Library, Inc. annually.

**Knowledge, Skills, and Abilities**

Knowledge

* Strong knowledge of generally accepted accounting principles.
* Strong understanding of business and income tax worksheets and computations

Skills

* Strong computer and technical skills, including word-processing, spreadsheet, and Internet browsing.
* Maintains up-to-date IT skills.
* Excellent organizational skills.
* Extensive experience with data entry, record keeping and computer operation.
* Proficiency in Microsoft Office, Excel and QuickBooks

Abilities

* Ability to set priorities and coordinate multiple projects.
* Ability to communicate effectively verbally, in writing, and by listening.
* Ability to meet deadlines.

Education or Formal Training

* Associate’s degree, or higher, in business, accounting, math or economics is preferred.
* Equivalent certified training in finance or accounting if not degreed.

Job Qualifications

* Five (5) years of experience working in accounts payable and receivable, general ledger, payroll and payroll reports.
* Experience in services related to payroll such as writing checks and submitting payroll taxes
* Must pass criminal background check. Criminal convictions will be considered on a case-by-case basis.

Physical Activities

* The employee is often required to sit and use a keyboard and mouse.
* The employee is required to stand, walk, and reach with arms and hands, bend or stretch, climb or balance, and to stoop or kneel.
* Work includes some physically challenging work such as moving furniture or boxes around the facility.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Disclaimer**

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the Blanco County South Library District and the employee and is subject to change as the needs of the BCSLD, and the requirements of the position, change.

As an Equal Opportunity Employer, the Blanco County South Library District does not discriminate on the basis of race, color, religion, gender, national origin, disability, pregnancy, sexual orientation, political party, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

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