



**Title: Bookkeeper, Part-time**

**Salary: \$16.00/hr.**

**Location: Waterford Township Public Library, 2204 Atco Avenue, Atco, NJ  
08004**

The Waterford Township Public Library is looking for a self-motivated, courteous, candidate who is also detail-oriented. The ideal candidate will be handling the fundamental aspects of WTPL's financial record keeping. Including, but not limited to: recording financial transactions, managing accounts payable and receivable, reconciling back statements, payroll, preparing for an annual audit, completing annual tax forms and other bookkeeping duties. **Experience in government bookkeeping a plus.**

**Duties:**

- Accounts payable/receivable: reconciles all accounts to ensure their accuracy maintains subsidiary accounts by verifying allocation and posting transactions, records cash receipts and makes bank deposits, pays bills and maintains ledgers in a timely manner
- Interprets current regulations regard New Jersey State unemployment, pension and disability
- Maintains all WTPL service agreements and contracts
- Prepares financial reports as needed for the Board of Trustees, Library Director and Auditor
- Processes payroll
- Coordinate reimbursement from petty cash
- Other duties as assigned

**Qualifications:**

- Recognize and set priorities, meet deadlines, work quickly and accurately, follow directions and maintain confidentiality
- Knowledge of QuickBooks and bookkeeping and/or accounting principles and procedures gained from a course of study and/or work experience
- Working knowledge of appropriate payroll or accounting software and use of technology to disseminate information

**Schedule**

**5-10 hours a week**