

# **Bookkeeper/Administrative Assistant**

Matawan Aberdeen Public Library

The Matawan Aberdeen Public Library is seeking an organized and experienced Bookkeeper/Administrative Assistant to support the Library Director. The individual in this position is responsible for all financial record keeping, vendor relations, cash and bank deposit transaction reconciliation, monthly preparation of Board meeting financial reports, payment of bills, payroll and paid time off record keeping, health benefits and pension management, and other duties as required by the Library Director.

## **Responsibilities include, but are not limited to, the following:**

### Bookkeeping

- Cash flow monitoring
- Processing of invoices
- General ledger posting
- Balance sheet and general ledger reconciliation
- Journal entries
- Vendor payables and receivables management
- Management of quarterly appropriations and state aid payments
- Preparation for annual audits

### Payroll/Benefits Administration

- Payroll preparation and execution
- Employee benefits enrollment, changes, and termination
- Health plan, pension, and insurance maintenance
- Tracking of PTO

### Support

- Preparation of monthly financial reports for the Board of Trustees
- General assistance with benefits and payroll questions for the library staff
- Other duties as assigned by the Library Director

## **Minimum qualifications:**

- High-school diploma with at least 2 years' relevant experience, or Bachelor's degree in a related field
- Expertise in bookkeeping and accounting principles
- Fluency in Quickbooks, word processing, and spreadsheet software applications
- The ability to effectively communicate and work as part of a team

Strong candidates will have excellent bookkeeping skills, a keen eye for detail matched with perspective on the big picture, the experience to anticipate organizational needs, the ability to set priorities and meet deadlines, and the disposition to thrive in a highly collaborative, friendly environment.

**Experience working in a library or other non-profit organization is a plus.**

Schedule: 15-20 hours per week, flexible - based on the needs of the organization

Salary: \$28.05 - \$31.16/hr.

**Interested parties should complete an Employment Application which can be obtained online at <https://mapl.org/pages/application.php>**

Please return completed application with resume and cover letter to Kimberly Paone, Library Director, via e-mail: [mapljobs@mapl.org](mailto:mapljobs@mapl.org).

Application review will begin immediately and continue until position is filled.

Matawan-Aberdeen Public Library, 165 Main Street, Matawan, NJ 07747