



Community Library of DeWitt & Jamesville

Financial Administrator – Part-Time Job Description

Overview

The Financial Administrator is a part-time hourly position which performs day-to-day tasks including but not limited to record keeping, processing invoices, preparing financial reports, reconciling bank statements, assisting with budgeting, ensuring the accuracy of financial information, communicating with vendors, and assisting in personnel related processing and benefits. This position reports directly to the Executive Director.

Status: Part-Time Hourly

Schedule: 15 hours a week

Pay Range: \$25.00 - \$30.00 an hour

Benefits: NYS Sick Leave

Responsibilities:

Daily/Weekly/Biweekly

- Processes invoices for payment, prepares checks for signing, and maintains accurate accounts payable records
- Prepares cash receipts for deposits
- Assists Executive Director with contribution into the 403(b) plan, processed with the bi-weekly payroll
- Conducts all duties associated with accounts payable, including interacting with staff and vendors, processing invoices, coding expenses, and data entry
- Conducts all duties associated with accounts receivable, including processing donations, performing bank deposits, and tracking and following up on accounts

Monthly

- Performs monthly bank account reconciliations
- Performs monthly credit card reconciliations
- Prepares the monthly financial statements for the Management Team
- Assists the Executive Director with processing the bi-weekly payroll
- Updates and reports Budget vs Actual Monthly variances to the Executive Director
- Prepares all monthly and year-end journal entries, including necessary prepaid and accrual entries

Yearly

- Prepare, review, and send out year-end 1099s

- Work with the Accounting Consultant, Board Treasurer, and the external auditors during the year-end financial statement audit
- Assists the Executive Director to create yearly budget

Ongoing

- Participates in processing and maintaining donor database and donor communications
- Inputs financial data into annual library and grant reports
- Maintains financial records in accordance with industry standards
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising Directors on needed actions
- All other duties as assigned

Required Qualifications:

- Associate's degree or higher in accounting, or another relevant field
- Minimum of two years accounting or bookkeeping experience including accounts payable, accounts receivable, general ledger, and financial reporting
- Excellent written and verbal communication skills
- Ability to plan and organize work routines and long-range projects
- Ability to establish and maintain effective working relationships with the Executive and Library Directors, staff, vendors, and the public
- Proficiency with QuickBooks Online
- Excellent organizational and follow-through skills, ability to multi-task, prioritize and work under deadlines
- Ability to maintain strict confidentiality and communicate in a professional manner with board, staff, funders, and members

Preferred Qualifications:

- Knowledge of Non-profit bookkeeping, Library specific preferred
- Experience with Square Point of Sale System
- Proficient in Google Drive, Docs, Calendar, Sheets, Forms, and Mee; Excel, Word and Microsoft applications.

To Apply:

Please email a cover letter, resume and three professional references to HR@cldandj.org.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.

The Community Library of DeWitt & Jamesville is an Equal Opportunity Employer. The Library does not unlawfully discriminate on the basis of a person's race, religion, creed, color, sex, age, national origin, disability, sexual orientation, gender identity, transgender status, gender dysphoria, marital status, family status, pregnancy, military status, veteran status, genetic information including predisposing genetic characteristics or carrier status, arrest or conviction record, domestic violence victim status, or any other legally protected class or status.