



Title: Bookkeeper/Library Assistant, Part-time

Salary: \$18.50/hr.

Location: Waterford Township Public Library, 386 White Horse Pike, Atco, NJ 08004

The Waterford Township Public Library is looking for a self-motivated, problem solver who is also detail-oriented and would love to work in a library! The ideal candidate will be handling the fundamental aspects of WTPL's financial record keeping as well as serving the public at the circulation desk. **Experience in government bookkeeping a plus.**

Bookkeeper Duties:

- Processes incoming invoices and records accurate figures and statements for payment
- Records incoming cash, donations and other library fines and fees
- Reconciles the cash accounts of the library to bank statements
- Maintains all WTPL service agreements and contracts
- Prepares monthly, quarterly and annual financial reports as needed for the Board of Trustees, Library Director and Auditor
- Processes payroll
- Coordinate reimbursement from petty cash

Library Assistant Duties:

- Welcoming patrons entering the library and ensuring all are treated equally and with respect
- Charging out all circulating materials to customers
- Registering new library customers and renewing current customer accounts
- Checking in all returned materials
- Collecting circulation fees and fines and processing payments
- Reconciling the cash drawer for deposit
- Placing customer requests
- Answering and routing telephone calls
- Maintaining and updating information on customer library accounts
- Providing customers with directional assistance when needed
- Providing customers with assistance at public computers, printers and copiers including troubleshooting problems when needed
- Other duties as assigned

Schedule

15-20 hours a week, At least one evening a week and 1-2 Saturdays a month

Submit cover letter, resume and three references to dnicklas@njlibraries.org