

Tri-Township Public Library District in Troy IL is searching for a part time Bookkeeper. The position involves maintaining financial records, processing accounts payable and creating payroll for the library. The role requires a keen eye for detail and a strong understanding of GAAP. In addition, the candidate must have knowledge and skill in using all variations of the Quickbooks accounting software, and MS Excel spreadsheets. Non-Profit experience preferred.

Duties:

- Post and reconcile Madison County tax deposits, Checking and Savings bank activities, nine IL Funds accounts, INB Account, credit card activities, cash deposits, and IMRF transfers.
- Prepare and create bi-weekly payroll for up to 15 employees to include quarterly and annual Federal and State reporting requirements, tax deposits, and direct debit transactions.
- Prepare and reconcile accounts payable bills, both online and manual payments
- Create financial reports for annual audit activities, including FYE journal entry adjustments, create and disperse monthly financial reports to Director and Library Board, assist and maintain annual budget, and prepare IL Library Association reporting requirements. Assist with the preparation of annual tax levies.

Hours:

Approximately 10 flexible hours per week

Pay:

Negotiable based on experience

Work Location:

In person

Please submit resume and references to HR@troylibrary.org