



**Job Opening**  
**Join Our Team as a Part-Time Library Bookkeeper**

**Position overview:** Under the supervision of the Library Director, the Library Bookkeeper will play a vital role in maintaining accurate financial records and ensuring compliance with all regulations.

**Key Responsibilities:**

- Manage and maintain up-to-date financial records using QuickBooks.
- Enter, process, and report on accounts payable and receivable according to budget categories.
- Verify bills for accuracy and present completed Purchase Orders for director review.
- Prepare reimbursement checks and manage the operating checking account.
- Reconcile monthly bank and credit card statements.
- Assist with payroll processing and related reporting in cooperation with HR.
- Prepare monthly, quarterly, and annual financial statements for the director and Board of Trustees.
- Maintain records related to grants, donations, and restricted funds.
- Assist with annual audits and prepare necessary documentation for auditors.
- Ensure compliance with federal, state, and local financial regulations.
- Collaborate with administrative staff to maintain workflow.
- Attend Board meetings as needed and participate in special projects.
- Keep up with professional and technical developments through workshops.

**Qualifications:**

- Bachelor's Degree in Accounting, Finance, or a related field preferred, along with 3-5 years of bookkeeping/accounting experience, ideally in a nonprofit or library setting.
- Proficient in accounting software and Microsoft Office Suite, especially Excel; knowledge of Google Suite is a plus, along with a strong understanding of GAAP and best practices in bookkeeping.
- Exceptional attention to detail, ability to work independently while managing multiple projects, and effective communication skills, both written and verbal
- Strong interpersonal skills; must be reliable, flexible with scheduling, and bilingual in English and Spanish is a plus.

**Benefits** include vacation, sick leave, and membership in the NYS Retirement System, along with 401(k) options and other voluntary benefits.

**Compensation:** \$27 - \$30 per hour, depending on qualifications and experience.

This part-time, non-exempt position requires 16 hours per week. The preferred schedule includes working on Mondays and Thursdays.

Interested candidates should submit their resume and a cover letter detailing their experience and qualifications to [director@thefieldlibrary.org](mailto:director@thefieldlibrary.org). **Application Deadline:** September 30, 2025

The Field Library is an equal opportunity employer.