



Part-Time Bookkeeper

Town of Pelham (NY) Public Library

The Town of Pelham Public Library is seeking a conscientious and detail-oriented part-time Bookkeeper to manage the Library's financial records and support its day-to-day fiscal operations. Under the guidance of the Library Director, the Bookkeeper will be responsible for general accounting procedures, including accounts payable, accounts receivable, account reconciliations, petty cash management, and the creation and maintenance of accurate financial reports and statistics. The ideal candidate is meticulous, able to work independently, and communicates effectively with the Library Director, Library Trustees, staff, Town officials, and vendors. Proficiency in QuickBooks, Microsoft Excel, and Word is required.

Schedule: 9-13 hours per week. Flexible schedule.

Compensation: \$33/hour. Option to join the New York State Local Retirement System.

Responsibilities

- Maintain accurate financial records, including accounts payable and receivable
- Process invoices, payments, deposits, and reimbursements
- Reconcile bank statements on a monthly basis
- Resolve discrepancies with bank and vendors
- Prepare monthly financial reports for the Library Director and Board of Trustees
- Assist with monthly and annual audit preparation and respond to auditor requests
- Assist with the preparation of the NYS Annual Report for Public and Association Libraries and the Annual Financial Report for the Office of the NYS Comptroller
- Oversee and submit time sheet calculations for semi-monthly payroll processing
- Maintain hard-copy records of all invoices, receipts, and contracts
- Prepare IRS 1099 forms for vendors
- Manage petty cash and make regular bank deposits
- Perform other related duties as assigned

Qualifications

- Prior bookkeeping or accounting experience required; public sector or nonprofit experience preferred
- Demonstrated knowledge of standard accounting principles and financial reporting practices
- Proficiency with QuickBooks, Microsoft Excel, and Microsoft Word required
- Valid driver's license and reliable transportation
- Ability to handle confidential and sensitive information with discretion and professionalism
- Strong written and verbal communication skills, with the ability to work collaboratively and collegially with colleagues

How to Apply

Interested candidates should email a resume and cover letter outlining relevant experience to Augusta Turner, Library Director, at director@pelhamlibrary.org. No phone calls or in-person inquiries, please.