

Job Description
C. E. Brehm Memorial Public Library District
Mt. Vernon, Illinois

POSITION: Bookkeeper/Office Manager

Summary Statement: The Bookkeeper/Office Manager is responsible for keeping an accurate account of the library's finances and daily records, overseeing building needs, and assisting the Library Director.

DUTIES and RESPONSIBILITIES

- Record daily, weekly, monthly, quarterly and annual statistics for the library
- Balance cash drawers daily
- Make up weekly deposit slips and take cash and checks to bank
- Empty cash in copy machines and deposit in bank as needed
- Maintain and balance petty cash monthly or as needed
- Prepare payroll every two weeks and maintain and file all required reports
- Maintain the Accounts Receivable and Payable records and prepare reports as requested by the Library Director and Board of Trustees
- Maintain vendor records including W-9s and prepare 1099s as needed
- Prepare and file disability, worker's compensation, etc., forms as needed
- Maintain equipment inventory and order needed library supplies
- Assist with mail check-in and distribution
- Assist with the circulation of materials, local and ILL, receive and record fines and fees
- Assist the Library Director with needed information and statistics
- Troubleshoot equipment hardware/software and determine need for outside service
- Oversee building maintenance
- Make necessary business and maintenance phone calls
- Assist in yearly audit
- Notary duties for library and board of trustees
- Prepare all forms and functions as the Retirement Plan Administrator which will include training and continual education. (Director is Admin for all signings)
- Become FOIA certified and Prepare FOIA request from FOIA Officer
- Perform miscellaneous related duties as assigned

QUALIFICATIONS

- Minimum of Associates Degree in accounting and two years of successful accounting work
- Ability to learn to operate a wide variety of equipment, including telephone, copier, fax and computer hardware
- Physical ability to place and/or remove items from filing cabinets and storage units

RELATIONSHIPS

- Report to and work under the supervision of the Library Director
- Communicate and cooperate with other staff members by sharing duties as needed
- Maintain a good working relationship with the public both in person and on the telephone

SALARY: Library Coordinator II or III

Updated: March 11, 2025