

Baldwin Public Library - Position Posting

The Baldwin Public Library, a component of the City of Birmingham, is the public library of Birmingham, Beverly Hills, Bingham Farms, and Bloomfield Hills. It is a Class V library with a service population of 35,000 people and an annual operating budget of \$3,800,000. Its circulation is 500,000 items per year, its gate count is 250,000, and its program attendance is 35,000.

POSITION: **BOOKKEEPER – FULL-TIME**

This position is responsible for all of the Library's bookkeeping and accounting.

HOURS: 40 hours per week—primarily Monday-Friday, 8:00 a.m. – 5:00 p.m. Occasional evening and weekend hours may be required.

RESPONSIBILITIES: Reports to the Library Director. Member of the Business Office staff. The Bookkeeper does the following:

- Takes care of all aspects of the Library's accounting—including receipts, disbursements, billings, account reconciliations, financial reports, audit preparation, and petty cash.
- Handles the financial functions of the Baldwin Public Library Trust, including receiving reports from the Library's financial advisor about the Trust's investments.
- Assists the Library Director on financial issues, including help in monitoring and preparing budgets.
- Assists in other Business Office tasks, such as room rentals.
- Interacts and works effectively with customers, supervisors, co-workers, and volunteers of all ages, backgrounds, and abilities.
- Other duties as assigned.

QUALIFICATIONS: Requirements:

- Associate's Degree (or higher) in finance or accounting, or comparable work experience.
- Experience with bookkeeping and generally accepted accounting principles, especially governmental accounting.
- Experience with accounting software packages, especially BS&A.
- Experience with Microsoft Office software, especially Excel.
- Ability to use a variety of general office equipment and software.
- Ability to interact and work effectively with customers, supervisors, co-workers, and volunteers.
- Excellent communication, analytical, and organizational skills.
- Ability to work independently and assume responsibility in a fast-paced work environment.
- Ability to work under time constraints and meet deadlines.
- Accuracy and dedication to integrity and confidentiality.
- Physically capable of lifting loads 25 pounds in weight

SALARY: Up to \$20.33/hour. Salary dependent on qualifications.

BENEFITS: Health, dental and vision insurance
Short- and long-term disability
Vacation leave, sick leave, personal leave, and holidays
City of Birmingham defined contribution retirement plan
Deferred compensation plan

APPLICATION: Cover letter, resume, and [application](#) due by Monday, July 1, 2019

PROCEDURE: Mail cover letter, resume, and fully completed application form to:

Baldwin Public Library
Attn: Rebekah Craft
300 West Merrill St.
Birmingham, MI 48009
Electronically to: rebekah.craft@baldwinlib.org

The job posting and application is available on the library's employment webpage: <http://www.baldwinlib.org/employment/>