

### **Part-Time Bookkeeper - Township Library of Lower Southampton**

The Township Library of Lower Southampton is in search of a part-time Bookkeeper to join our team. The Bookkeeper is responsible for keeping track of library income and accounts payable and making sure they are submitted in a timely manner. The Bookkeeper also keeps library budget lines updated in Quickbooks, helps the Director prepare monthly budget reports to present to the Library Board, and assists in annual budget preparation. The ideal candidate must be self-motivated, and the ability to work effectively individually or on a team.

The Township Library of Lower Southampton has a proud history in the communities of Lower Southampton and Feasterville. Our small but mighty team of librarians and library staff work together to offer our patrons conscientious and caring service. The Bookkeeper is a crucial member of our small but supportive team.

#### **Required Skills/Abilities:**

- Knowledge of generally accepted accounting principles and financial data analysis.
- Ability to use accounting software (Quickbooks) to record, store, and analyze financial data.
- Ability to use a calculator or equivalent, and similar office equipment (e.g., photocopier, scanner).
- Proficient in Microsoft Office Suite, Adobe Acrobat, and similar software.
- Knowledge of administrative and clerical procedures.
- Excellent written and oral communication skills.

#### **Education and Experience:**

- High school diploma required. Associate's degree or bachelor's degree with accounting coursework preferred.
- At least 1 year of bookkeeping experience required.

**Clearance requirement:** All library employees are required to obtain clearances as required by Pennsylvania's Child Protective Services Law. Accordingly, potential employment is contingent upon the submission of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

**Physical requirements:** Prolonged periods sitting at a desk and working on a computer. Must be able to lift 15 pounds at a time.

**Job Type:** Part-time (8-10 hours per week, flexible scheduling). Position available immediately. Starting salary depending on qualifications, from \$20.00 per hour.

The Township Library of Lower Southampton is an Equal Opportunity Employer.

**To apply, send cover letter, resume and application form as attachments to Sydney Mason, [masons@buckslib.org](mailto:masons@buckslib.org). Download the application form at the library website.**

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