**VACANCY**

**Job Title:** Bookkeeper  
**Department:** Administration  
**Pay Rate:** $26.97  
**Schedule:** 19 hours/week - weekday mornings/early afternoons.

**Definition:** The Long Branch Free Public Library is where tradition and innovation meet. We are a nationally recognized library seeking a motivated, detail-oriented and highly-organized bookkeeper to join our staff. The bookkeeper will work in conjunction with the city finance department and the library accountant. All activities are performed in conformance with the State of New Jersey’s local public finance law. Supervised and evaluated by the Library Director. This is a confidential position.

**Examples of work:**
- Establishes and maintains vendor accounts
- Issues and processes approved POs for payment
- Remits payment by check to vendors
- Maintains and prepares records and reports for director and staff
- Makes regular bank deposits
- Files and prepares records for the annual audit
- Assists with preparation of annual budget
- Compares invoices with orders and receiving documents to identify any discrepancies
- Coordinates with library departments regarding account balances
- Inventories and orders general library supplies; places orders for other supplies, including equipment, furniture, etc.

**Required knowledge and abilities:**
- Proficiency in Google Workspace and Microsoft Excel
- Strong attention to detail and knowledge of basic arithmetic functions
- Knowledge of bookkeeping principles and practices
- Excellent communication/interpersonal and analytical thinking skills

**Required Qualifications**
- High school diploma or equivalent
- Bookkeeping experience required
- Background check required

This position is a civil service position

Please submit resumes to: Tonya Garcia tgarcialongbranchlib.org
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