

**Auburn Public Library**  
**Bookkeeper/Administrative Assistant**

The Auburn Public Library is seeking an energetic, customer oriented, tech savvy individual to fill a part-time administrative support position working 18 hours per week and requiring specialized knowledge and skill in bookkeeping and office procedures.

This position keeps complete, up-to-date records of accounts and other financial records and performs various administrative duties. It is responsible for accounts payable/receiving, and payroll, employee benefit program processing, ordering and tracking of supplies and management of meeting room bookings. Work is performed under the direction of the library director.

**Qualifications**

Education and Training

- Associates degree or two years of formal training beyond high school
- 2 - 4 years of experience in accounting or bookkeeping
- Experience using Quick Books and Excel
- Experience in an office environment

Preferred Skills

- Progressive responsibilities in accounting or bookkeeping position
- Experience with the Office Suite including Word, Publisher and Power Point

**Duties include but are not limited to:**

Financial Reporting

- Maintain and reconcile general ledger and other expense accounts
- Compile reports and financial statements
- Respond to auditor's requests for information

Vendor Accounts Payable

- Process and pay invoices
- Post accounts payable/receivable
- Reconcile invoices and vendor statements

Payroll Processing

- Calculate employee wages and benefits
- Maintain records for employee vacation/sick and personnel days
- Process payroll checks through City of Auburn Finance Department

Benefits Processing

- Process documents necessary for providing employee benefits
- Respond to and resolve employee questions related to benefit programs
- Maintain employee benefit records and documents

Administrative Duties

- Track use of copy machines.
- Book reservations for two meeting rooms for use by outside customers. Prepare invoices and track payments. Track monthly usage and income. Prepare weekly list of meeting room reservations for staff.
- Order office and building supplies. Track supplies and analyze expenditures. Receive shipments and assign to an account for payment.
- Maintain and manage electronic and hard copy files.
- Use and assist with basic maintenance and troubleshooting of office equipment.

Starting salary is \$17 per hour. Send a letter of interest, resume and two references to: Lynn Lockwood, Director, Auburn Public Library, 49 Spring Street, Auburn, ME 04210. Tel # 207-333-6640 ext 6. E-mail address is [lockwood@auburnpubliclibrary.org](mailto:lockwood@auburnpubliclibrary.org) .  
Deadline for submission of resumes is Monday March 18, 2013.