

Job Title:**Accountant/Circulation Clerk**

Reports to: Library Director
Full - Time – 40 hrs. a week

Primary Function: Under the supervision of the Library Director, is responsible for the overall accounting of all Library accounts and recordkeeping of Library operational statistics.

Bookkeeping duties:

- Balances overdue fine cash drawer and public computer print money each morning; makes available enough change for the day's transactions;
- Prepares a weekly deposit and cash report presented to the **County Treasurer's Office** according to their guidelines; also presents detailed cash reports to **County Auditor's Office** for periodic review;
- Processes invoices: codes invoices to proper Library Budget line item accounts and enters on Excel worksheet. Presents invoices to the Library Director for signatures and returns to **County Treasurer's Office** for payment within established deadlines;
- Checks monthly Library Budget line item accounts reports from Auditor's Office and reconciles with Library Excel worksheets;
- Generates monthly reports of circulation statistics, Library programs and attendance, Library visits, revenue collected, Library collection additions and deletions, and InterLibrary Loan transactions for all four Library locations; presents completed reports to Library Director for signature;
- Retrieves and records monthly telephone bills and internet service bills from the Treasurer's Office for the E-Rate Gov. Funding application process;
- Reports quarterly to the Library Director regarding *Supplies* and *Services* expenses;
- Compiles an ***End of the Year Annual Report*** for the County Commissioners based on *Branch Reports* from previous months;
- Assists with compiling Library statistics for annual Texas State Library accreditation reports submitted in March.

Circulation duties:

- Answers phone calls;
- Issues new and replacement Library patron cards, reviews applications for accuracy, and assists with filing;
- Processes and displays new magazine issues (periodicals) for circulation;
- Assists in shelving and attractively displaying new books (fiction and non-fiction), Spanish collection items, Large print collection, and audio/visual items;
- Prepares book trucks in alphabetical order for shelving;
- Assists patrons with fundamental questions, such as finding library resources, using the online catalogue, or regarding computer usage;
- Double checks audio-visual materials that are checked in and are ready to be shelved;

- Attends to the circulation desk when the full-time circulation librarian is off or on break;
- Processes Library refunds for returned lost or damaged materials;
- *Responsible for other duties as directed by the Library Director.*

Requirements:

- Must have a High School Diploma with good academic background;
- Must possess basic computer skills, with emphasis on *MS Excel* spreadsheets;
- Must know how to use a ten key calculator;
- Any combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities is required;
- Must be available some of the evenings (from *6:00pm-8:00p.m.*) and every **5th Saturday** from *9:00a.m. -3:00p.m.*;
- Must enjoy helping people; must work with accuracy;
- Must be flexible, *particularly concerning schedule.*

Preferred knowledge of Spanish language.

Preferred but *not* required to have any library or accounting experience.

NOTE: A successful applicant:

- ❖ Must be able to pass background check;
- ❖ Must be able to pass employment physical check.

EQUAL OPPORTUNITY EMPLOYER