



Job opportunity:

The Basehor Community Library is hiring a new Bookkeeper. The Bookkeeper handles day-to-day accounting using QuickBooks, including accounts receivable and accounts payable. They assist the director with payroll processing and record keeping, and with preparation for the yearly audit. Additional duties include office supply management and various clerical duties. This is a part-time position (starting at 25 hours, additional hours negotiable) with no weekend or evening hours. This position reports to the Library Director. Minimum pay is \$20.00 per hour, or negotiable as commensurate with experience.

The skills necessary to be successful in the position are:

- Knowledge of general business practices
- Some knowledge of employee benefit programs
- Proficiency and experience in the use of QuickBooks
- Proficiency in the use of Microsoft Excel, Word, and Google Workspace
- Proficiency in the use of standard office equipment
- Ability to work in a team environment where customer service is a priority
- Ability to communicate cooperatively and constructively
- Ability to work independently to identify, prioritize and accomplish tasks in a timely manner
- Ability to perform work that requires a high level of confidentiality

Desired qualifications:

- High School diploma plus at least 3 years work related experience

To apply, visit the Employment Opportunities page on our website, basehorlibrary.com. Inquiries will be considered only if the applicant has submitted a completed application as posted on our website, as well as a resume and cover letter. Please send completed documents via email to: jobs@basehorlibrary.com Review of applicants will continue until the position is filled.