



THE **MERIDIAN-LAUDERDALE COUNTY PUBLIC LIBRARY** HAS AN IMMEDIATE OPENING FOR THE FOLLOWING POSITION(S):

BOOKKEEPER

We are looking for a skilled Bookkeeper to maintain our financial records, including purchases, sales, receipts and payments.

The ideal candidate will possess a proven background in Quickbooks software.

Ultimately, the Bookkeeper's responsibilities are to accurately record all day-to-day financial transactions of the library.

Responsibilities

- Record day to day financial transactions and complete the posting process
- Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
- Bring the books to the trial balance stage
- Perform partial checks of the posting process
- Complete tax forms
- Enter data, maintain records and create reports and financial statements
- Process accounts receivable/payable and handle payroll in a timely manner

Requirements

- Proven bookkeeping experience
- Proficient in Quickbooks software
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in English and in MS Office
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail

Disclaimer: *This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at anytime at the sole discretion of the Employer.*

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