JOB DESCRIPTION

PART-TIME CONTRACT BOOKKEEPER FOR

THE JEFFERSON COUNTY LIBRARY FOUNDATION IN WHEAT RIDGE

The Jefferson County Library Foundation (JCLF), a 501 (c) (3) nonprofit, is looking for a part-time, contract bookkeeper. Hours are flexible. Approximately 6-8 hours a week, remote work is OK but the bookkeeper would be asked to be in the office periodically for staff meetings and to meet with the Executive Director.

JCLF is located in Wheat Ridge near 50th and Kipling Streets.

Duties include: paying bills, issuing invoices, staff reimbursements, payment for vendors and contract workers, reconciling accounts, preparing and verbally reporting on monthly financials for our Finance Committee and Board of Directors, creating the annual organizational budget and working directly with the annual audit.

The bookkeeper would be required to participate in monthly Finance Committee meetings and bi-monthly Board meetings. Finance Committee meets 3rd Tuesday each month at 10 a.m. (remote is fine). Board meets every other month, 3rd Wed., 4 to 5:30 p.m. (remote capability as well).

This bookkeeper plays a key role at our Whale of a Used Book Sales at the Jeffco Fairgrounds each spring and fall. June sale dates are the first weekend in June, and fall sale is in mid-October. Bookkeeper is required to be onsite at the Fairgrounds starting Thurs evening (for Friends Preview Night) and during the day on Friday/Saturday/Sunday to collect cash boxes, reconcile accounts, monitor cash flow, make night deposits, etc.

The Foundation also has a used bookstore in Colorado Mills Mall in Lakewood (Whale’s Tale Books & Gifts). The bookkeeper is required to make weekly cash pickups and deposits, plus ensure that the bookstore has ready cash for change.

Rate of pay is between $30 and $40 per hour, depending on experience. No benefits.

No phone calls, please.

Send letter of interest and resume to: jo@jeffclf.org.

About the Jefferson County Library Foundation

The Jefferson County Library Foundation and Friends of the Library work to support and enrich the capabilities, resources and services of Jefferson County Public Library through fundraising and advocacy efforts that benefit the community. The Friends of Jefferson County Public Library is a county-wide organization dedicated to enhancing the programs and resources of our libraries. For more information, visit jeffclf.org.