

New Carlisle-Olive Township Public Library

Job Description – Bookkeeper/Copy Cataloger

Supervisor – Assistant Director

Hours – 25 hours per week. Non-exempt. Occasional evenings and weekends.

Starting Wage: \$11/hour

Primary Function

The Bookkeeper/Copy Cataloger

Qualifications

- High School Diploma or equivalent
- Excellent attention to detail
- Ability to follow oral and written instructions
- Good oral and written communication skills
- One year of bookkeeping experience preferred

Specific Responsibilities

- Performs copy cataloging in accordance with such national standards as the Dewey Decimal System and Library of Congress Subject Headings.
- Performs regular database maintenance to ensure the accuracy of online records.
- Prepares materials for patron use, which may include the creation of spine labels and book jackets, the repackaging of non-print materials, and the repairing of older or donated items.
- Resolves routine problems in technical procedures.
- Prepares invoices for authorization of Library Director and Trustees following procedures
- Daily reconciliation of cash drawer
- Complete special projects as they arise
- Preparing daily accounts payable and accounts receivable entries.
- Preparing payrolls and paying weekly and monthly payroll taxes.
- General office duties such as filing, organization of records.
- Takes minutes at meetings of the Board of Trustees
- Other duties as assigned

Knowledge and Skills

- Ability to learn about the manipulation of MARC records and cataloging practices
- Strong computer, keyboarding, and proofreading skills.
- An ability to prioritize tasks and manage time effectively.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- Knowledge of basic library methods, techniques and procedures.
- Knowledge of standard office software.
- Ability to understand and follow written and oral instructions.
- Ability to maintain library records and carry out library procedures.
- Ability to pay attention to detail.

- Ability to establish and maintain effective working relationships with superiors, associates and the general public.
- Good organizational skills
- Possess a high level of ethical conduct and an ability to maintain confidentiality.

Physical Demands

- While performing the duties of the job, the employee is regularly required to sit, use their hands and fingers to handle or feel; to stand, walk, reach with arms and hands; lift, push/pull and carry objects up to 25 pounds. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl.
- While performing the duties of the job, the employee may be exposed to room temperature changes
- The employee may be exposed to noise levels that are low to moderate.