

LIBRARY JOB OPENING

CONFIDENTIAL ADMINISTRATIVE ASSISTANT/BOOKKEEPER

Chippewa Falls Public Library has an immediate opening for a part-time (15-20 hours per week) Confidential Administrative Assistant/Bookkeeper. The individual must have a college or technical/trade school degree in accounting or equivalent experience in bookkeeping, a thorough working knowledge of Generally Accepted Accounting Principles and QuickBooks Accounting Program and a strong working knowledge of computers, especially spreadsheet and word processing software.

Under supervision of the Library Director the Confidential Administrative Assistant/Bookkeeper will oversee all financial tasks of the library, including posting and payment of bills and vouchers, preparation of staff payroll, and preparation of monthly financial statements for library board meetings. This person is responsible for verifying accuracy of figures and computations and balancing and reconciling all of the library's accounts.

Candidates must reside in the Chippewa Falls School District.

Resumes and applications (available at the library) will be accepted until September 20, 2010. No phone calls, please.

Please send any questions via email to Library Director Darryl Eschete at deschete@mycfpl.org.