

FRED & HARRIETT TAYLOR MEMORIAL LIBRARY

TREASURER

Candidate Requirements:

- A minimum of three years' experience in the accounting field including a thorough knowledge of QuickBooks.
- Good communication skills.
- The Treasurer is not required to attend Board meetings.

Primary duties include but are not limited to:

- Reconcile monthly financial records
- Provide QuickBooks support for Bookkeeper as needed
- Prepare quarterly report of receipts and disbursements to Board
- Report to and work closely with the Library Director and the Finance Officer to thoroughly review all Library financial statements prior to Board meetings
- Participate as a key player in budget development and preparation
- Provide the data for NYS Online Annual Report and Community Report
- Act as liaison with Finance Chair and Investment Firm to review investments and make recommendations to Board re: reinvestment/movement of funds

In collaboration with the Bookkeeper and Finance Chair:

- Prepare online tax payments (monthly for Federal and quarterly for State)
- Prepare Property Tax cap filings
- Prepare annual completion of tax exempt status with Town of Urbana
- Prepare all required Federal & State tax and benefits documents
- Calculate and pay NYS sales tax in March of each year

Pay Range: \$20-\$35 per hour.

Time Commitment: Generally, five to ten hours per month but may vary depending on certain reporting deadlines

To Apply: A cover letter and resume should be submitted to nanwrightman41@gmail.com or brought to the library by July 27, 2024.