

Job Title	Nonprofit Clerk	
Reports to	Nonprofit Director	Grade 2

Job Purpose

The Nonprofit Clerk supports the Library's administration by performing financial, clerical, and organizational tasks under the oversight of the Nonprofit Director.

Qualifications

Four years of college, plus experience with bookkeeping. Computer skills with a proficiency in Microsoft Excel and Word, plus experience working in QuickBooks software. Strong organizational skills and attention to detail. Ability to initiate and implement improvements in databases and organizational systems. All Library staff must remain professional, fair and respectful in all of their interactions at the Library. Mission focus, a collaborative nature and strong technology skills are also crucial at the KHL. All Library employees must follow Library policies, including strictly adhering to patron privacy and confidentiality.

Duties and Responsibilities

- Completes all the regular bookkeeping entries for the organization, including accounts payable, income reconciliation, bank deposits, monthly reconciliations, etc.
- Coordinates benefit plan enrollments, benefit file organization and other Human Resources tasks.
- Purchases supplies for the Library.
- Maintains and does research to improve the Library's financial and administrative systems. Stays current on Quickbooks updates and current trends in bookkeeping.
- Provides general administrative support, including tracking archival records, board documents, etc.,
- Provides support handling money for fundraising events, as needed.
- Performs other duties, as requested by Library Administrators.