



**Part Time Treasurer for Board of Trustees of Forbes Library**

Salary Range: \$7,000 - \$9,000 annually, approximately 5-7 hours per week

The treasurer maintains the financial records, including reporting for tax returns, coordinates the annual financial audit, and ensures adherence to government guidelines and fiscal policies and regulations for Forbes Library.

**Minimum Job Requirements:**

- Education: BS/BA Accounting, Finance, or Business Administration
- Experience: 5 years professional accounting experience, non-profit experience preferred
- Specific skills: Experience with QuickBooks (or similar accounting software) and Microsoft Office/Google products; familiarity with videoconferencing
- Specialized knowledge, licenses, etc.: Knowledge of government fiscal policies and GAAP accounting applicable to 501(c)3 institutions is recommended, cash management and endowment accounting experience
- Capable of working in team atmosphere with library management
- Working conditions: Must be able to complete work off-site from library, as needed on-site visits to library to pick up/leave documents, available to meet with library and business office staff & attend quarterly Trustees' meetings

[Full job description](#)

Closing date: November 15, 2021, or until position is filled

To apply, please submit cover letter, resume and names of three references to Lisa Downing, Director, Forbes Library via email at [jobs@forbeslibrary.org](mailto:jobs@forbeslibrary.org)