



THE CLEVELAND LAW LIBRARY



JOB TITLE: Bookkeeper at the Cleveland Law Library Association

HOURS OF WORK: Part-time, 20-24 hours per week, on site.

PAY RANGE: \$20.00-22.00 per hour, depending on education and experience.

BENEFITS: Paid sick leave; paid vacation after 1 year of service.

DESCRIPTION: The right candidate will manage membership accounts, billing, accounts receivable, accounts payable, monthly financial reporting, and other bookkeeper responsibilities. The right candidate will also assist the Director with annual audits or reviews.

REQUIREMENTS: Working knowledge of QuickBooks® required, plus training in accounting and data processing and two years of relevant work experience with accounting software.

DUTIES: The following lists of duties are representative of, but not necessarily inclusive of, the activities conducted by this position:

Membership: Maintains accurate active and inactive membership files and statistics; takes membership applications and answers questions regarding membership in person, by email, and by phone; invoices memberships annually; invoices new members as needed; creates and issues membership cards; works with representatives from law firms regarding membership and service charges; and bills delinquent members monthly.

Accounting: Receives, posts, and deposits all Law Library income; applies receipts to appropriate membership accounts; maintains cash register; manages monthly invoices; processes accounts payables regularly; reconciles the checking account; processes payroll through the Law Library's payroll company semimonthly; maintains financial and employee records; maintains the general ledger; reviews bank account and investment information; and produces monthly and year-end financial reports.

Purchasing: Assists with ordering and checks the delivery of law library purchases.

Miscellaneous: Assists the Director with annual audits or reviews; completes federal, state, and local tax reconciliations and other governmental reports; manages mailing functions; sends routine business correspondence; and prepares special reports at the request of the Director

APPLICATION: Please send a cover letter, resume, and 3 references by email or mail to:

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