

# JOB OPENING

## Accounting and Payroll Associate Part-Time

*The Highland Park Public Library team recruits creative, enthusiastic, and caring individuals whose work will build relationships and enrich lives. We work to create and support an environment of equity, diversity, and inclusion for the benefit of our employees, our collections, our programs and services, and our community. Our most valuable resource is our team. Join us!*

- Part-time, 20 hours per week on site at Highland Park Public Library
- \$25.00 per hour DOQ
- Paid vacation
- Sick time and retirement benefits

### Essential Duties

- Supports busy community library's Business Office and Administration by maintaining all financial records and accounts in coordination with the Library's outsourced accounting service
- Processes bi-weekly payroll through payroll service including deductions from employee checks and salary adjustments
- Maintains log of PTO
- Monitors the filing of all government reports and tax forms related to staff salaries
- Prepares special reports relating to finances and personnel
- Manages processing of invoices for payment and preparation of checks
- Prepares monthly bill list and resolves all invoice inquiries
- Oversees daily cash, processes daily receipts and cash deposits as needed
- Creates, collects, and researches documents as requested by auditor
- Other duties or projects as assigned

### Experience

- Minimum of three years' experience in accounting principles and practices, payroll, and bookkeeping
- Previous experience with public entities and non-profit organization economics desired
- Proficiency in Microsoft Office and Excel, Quickbooks
- Experience with Paylocity payroll systems

### Education

- Degree in Accounting preferred

### Apply to:

Send job application (available at <https://www.hplibrary.org/job-listings>) and resumé with three work references to:

Pamela Siegel, Business Manager  
Highland Park Public Library  
494 Laurel Avenue, Highland Park, Illinois 60035  
(847) 579-6819 or [psiegel@hplibrary.org](mailto:psiegel@hplibrary.org)

