

The Position

Under the direction of the Finance, HR, and Administrative Manager, the Payroll and Accounts Payable Clerk will perform advanced clerical work in the preparation of bank deposits, processing and monitoring of semi-monthly accounts payable, processing of semi-monthly payroll, scanning and electronic preservation/organization of documents, secretarial support such as mailings, letters, and notes, ordering and tracking of supplies inventory for the various departments, and oversight of safety supplies, trainings, and policies.

Principal Responsibilities

- Collect, count, prepare reconciliation reports, and deposit weekly receipts from circulation desk and copier/print management coin machines
- Work with City of Belvedere Finance staff to update vendor data and use MIP software to code and input vendor invoices for payment; obtain vendor W-9s as necessary
- Maintain accounts payable paper and electronic records and submit input report to Manager for approval and processing
- Assist the Manager in maintaining the ADP payroll system, including the timekeeping, pay rates, and miscellaneous earnings and deductions of all employees
- Maintain organized inventories of supplies requested, purchased, and received
- Digitize and organize records
- Other clerical and administrative duties as assigned

Knowledge, Skills & Abilities

- Ability to handle multiple priorities and meet deadlines, accompanied by a high degree of accuracy, organization, confidentiality, and professional integrity
- Ability to focus on detail and to work accurately, effectively, and efficiently in a lively multi-functional environment with the priority of serving the public
- Relevant background experience in payroll, accounts payable, data processing and relevant software
- Excellent math and accounting skills
- Excellent and effective communication skills with people from diverse backgrounds
- Demonstration of trust, respect, flexibility, and sound work ethics

Education & Experience

Any combination equivalent to:

- High School Diploma or equivalent; An associate degree in accounting/bookkeeping is preferred

- Two Years + experience in payroll, accounts payable, data processing and knowledge of general business systems and protocols; experience using ADP software, Microsoft Office suite, and MIP accounting software

**The Belvedere Tiburon Library is an Equal Opportunity and Drug Free Workplace
Employer**

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

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