

**Terrebonne Parish Library System**

**JOB VACANCY ANNOUNCEMENT**

**Position Classification:** Accounting Manager

**Salary:** \$55,000, depending on experience + excellent benefit package

**Description:** See attached job description

**Opening Date:** December 5, 2024

**Closing Date:** December 20, 2024

**General Requirements:** Bachelor's degree in accounting with three years' minimum experience; experience with Microsoft Office/365 suite; experience with Sage AccPac software and Asset Keeper.

**Applications:** Must submit an employee application which can be obtained and returned to any library branch or the main library at 151 Library Drive, Houma, LA 70360 or on the library's website at [www.mytpl.org](http://www.mytpl.org); resumes are also welcomed with the application.

**Selection:** A review of the applicants' qualifications will be made by the library director and assistant director to evaluate all candidates' experiences. Only applicants who meet the basic requirements will be considered for this position. Present employees' qualifications, as well as the qualification of outside applicants, will be considered simultaneously and the person most qualified will be chosen for the position.

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# Terrebonne Parish Library – Job Descriptions

## Accounting Manager

### MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting from an accredited university
- Minimum three (3) years accounting experience
- Prior experience with the Microsoft Office/365 suite
- Must be able to manage multiple tasks at once
- Prior experience with Sage ERP AccPac software and Asset Keeper a plus
- Ability to lift and move items and materials up to 30 lbs. in weight

### GOAL:

- To provide library budget reports according to standard accounting practices with the anticipation of long-range fiscal goals for the library system

### SUPERVISOR:

- Library Director

### DUTIES:

1. To prepare accurate financial statements in accordance with GASB
2. To submit bi-weekly payroll
3. To collect and pay monthly invoices no less than twice per week
4. To prepare audit documentation for the annual financial audit including SAUP
5. To collect statistical records and operating money from all library locations
6. To assist with preparing statistical reports as required
7. To attend Library Board of Control meetings
8. To maintain the confidentiality of all records and personnel actions
9. Reconcile library bank statements monthly
10. To complete year-end tax forms (i.e., 1099, misc.)
11. Maintain records on fixed assets
12. To understand fiscal long-range goals by being familiar with physical plans, library goals and objectives, and financial projection
13. To participate in staff development through continuing education classes
14. To work cooperatively and in professional harmony with staff members, administrators, and the community
15. To follow policies and procedures in the library policy manual and personnel handbook 16. To perform other related duties as required by superordinate