



## *Fruitport District Library*

Fruitport District Library is seeking an honest and reliable bookkeeper or bookkeeping service to manage their books. The responsibilities will include, but are not limited to:

Keep complete, clear and accurate financial data using the library's Quick Books program to include:

- Record all Revenues and Expenses

- Complete all A/P and A/R

- Reconcile Library Bank Statement (s)

- Process Payroll

- Prepare Budget and Amendments

Have the ability to provide and explain clearly key financial statements to the FDL Board. The selected candidate will also be responsible to assist with the library's annual audit.

Interest and passion to help the library grow is desired, but not required.

Respond by sending resume by July 15, 2020 to:

Attention: Rose J. Dillon, FDL Board President

47 Park Street, P.O. Box K, Fruitport, MI 49415

Email: [rdillon@fruitporttownship.com](mailto:rdillon@fruitporttownship.com)