



Our mission is to be a catalyst for building community, inspiring readers, and expanding book access for all through a global network of volunteer-led Little Free Libraries.

## **Position: Accounting Specialist**

### **About Little Free Library**

Little Free Library®(LFL) is a 501(c)(3) nonprofit organization that builds community, inspires readers, and expands book access for all through a global network of volunteer-led Little Free Library book-sharing boxes. LFL received the 2020 World Literacy Award as well as honors from the Library of Congress and National Book Foundation. There are more than 180,000 registered Little Free Library book-sharing boxes worldwide in all 50 states, 121 countries and 7 continents; through them, more than 400 million books have been shared. LFL grants little libraries full of books to underserved areas through its Impact Library Program and champions diverse books through its Read in Color program. To learn more, visit [LittleFreeLibrary.org](http://LittleFreeLibrary.org).

### **Purpose of Position**

The Accountant Specialist is a part-time (8-15 hours per week) position responsible for recording daily accounting transactions, including vendor invoices and daily deposits. The Accounting Specialist will serve as an integral part of the finance team, working to ensure that the highest levels of quality, efficiency, and productivity of finance functions are achieved.

### **Key Responsibilities**

- Record daily accounting transactions, including vendor invoices, daily deposits and banking activity.
- Work with internal and external customers to resolve matters related to accounts payable and receivable.
- Assist with entering hours bi-weekly into a payroll tracking sheet to be submitted to the payroll processor
- Monitor daily banking and credit card activity imported into QuickBooks and assist with monthly reconciliations
- Recommend process improvements in relation to tasks assigned
- Provide information and support to retail, marketing, program services and development, as requested.
- Maintain knowledge of general ledger accounting systems and databases

### **Required Skills and Characteristics**

- Excellent communication skills, both verbal and written
- Strong organizational skills
- Knowledge of QuickBooks Online, Microsoft Excel, as well as Google applications. Knowledge of Ecommerce platforms (Shopify, Amazon, Etsy) is a plus
- Ability to utilize complete discretion while handling confidential and sensitive information
- A strong passion for the Little Free Library mission

- Prior experience with nonprofit accounting and grant and/or fund reporting preferred

**Required Qualifications**

- Minimum high school diploma or equivalent
- Minimum of 1 year of accounting experience or student seeking a degree in the accounting field, preferably with some experience with Quickbooks Online or another accounting software package

**Additional Expectations:**

- Physical requirements are those of a typical office setting
- Position is based on a 8-15 hour work week; specific hours and days to be agreed with CFO and will require some regular office hours work.
- Work location 2327 Wycliff St., Suite 220, St. Paul, MN 55114
- Several duties require in-office work. First six months will be fully onsite with a possibility of transitioning to a hybrid role

**Reports to:** Chief Financial Officer

Little Free Library is an equal opportunity employer. Persons of color and other diverse candidates are strongly encouraged to apply.

To be considered for this role, please send a letter of interest and resume to Suzanne Johnson, Chief Financial Officer, at [hr@littlefreelibrary.org](mailto:hr@littlefreelibrary.org).

Pay range: \$20-\$25 per hour