

Bookkeeper & Library Delivery Coordinator

The Winding Rivers Library Systems (WRLS) seeks a full-time addition to its team. The WRLS delivery support team is responsible for delivering and sorting materials to libraries in the seven county Winding Rivers area. 25% of this position will be responsible for part-time bookkeeping duties. WRLS serves public, school, academic and special libraries in Buffalo, Jackson, Juneau, La Crosse, Monroe, Trempealeau and Vernon counties in west central Wisconsin.

Duties for this position will be split between bookkeeping, working in the WRLS office sorting library materials, and delivery.

Bookkeeping will create and organize financial reports and ensure legal requirements compliance, process accounts payable and receivable, and manage invoices.

Office duties will include sorting library materials, staging for delivery runs, cleaning and maintenance of vehicles and office space, general office duties such as answering the telephone, filing and library related tasks, and assisting other staff as needed. This part of the job requires long hours standing on a hard surface, bending and lifting bins of library materials and pushing heavy carts.

Back-up Delivery responsibilities will include loading a delivery vehicle, driving a route to pick up and deliver bins, and sorting materials on the route. The delivery portion of the job covers 5000 square miles and requires someone with excellent driving skills and stamina.

This job requires the ability to master complex procedures. Candidates must have good people and customer service skills, strong attention to detail, as well as the ability to stoop, grip, lift, carry and manipulate multiple bins weighing up to 50 pounds each.

This is a 40 hour per week position. This position requires a flexible schedule to include early mornings and some evenings. Requirements include a bookkeeping or accounting associates degree, minimum two years accounting/bookkeeping experience, valid driver's license, clean driving record and the ability to safely operate an extended length van in all types of weather and conditions.

This position offers excellent benefits including health, life and income continuation insurance; sick, vacation and holiday benefit time; retirement plans; and a starting wage of \$16.09 per hour. The ideal candidate will be able to join our team in early May.

To apply, please fill out the application available at <http://www.wrlsweb.org/employment-application/>. Applications received by April 19, 2017 will receive top consideration. Questions may be directed to Charles Clemence at charles@wrlsweb.org.