

Job Announcement DRAFT

Job Title: Accounting and Payroll Technician
Location: Dixon Public Library
Status: 16 to 24 hours per week
Salary: \$16-\$18 per hour

Posted: 1/17/2014
Deadline: Application review will begin on 2/7/2014; open until filled

Service Philosophy: The Library is committed to fostering a welcoming and inclusive environment for all patrons.

GENERAL DESCRIPTION

This position reports to the Library Director. Under direction, performs the routine accounting and organizational work involved in preparing payroll, paying bills, preparing financial statements and in maintaining an accounting system. Does other related duties.

Examples of work:

- Performs the routine accounting work involved in the installation, operation, and auditing of accounts
- Reviews varied financial transactions and records for conformance with regulations and established accounting procedures. Maintains various fund accounts.
- Oversees and processes accounts payable and accounts receivable.
- Compiles financial and other statements and reports using basic data.
- Conducts routine investigations, examinations, and audits of books and financial records, and prepares reports thereof. Reconciles general ledger, maintains various fund accounts.
- Prepares routine accounting and statistical tabulation. These may include retirement payout calculations, applying personnel action updates to the payroll system, reconciliation of timesheets, calculations of earned leave balances, and reconciliation of monthly copier readings with fees collected.
- Assists in preparing budget requests; prepares current statements of allocations and disbursements of budgeted funds. Analyzes budget spending and forecasting.
- May design, revise, and install accounting systems.
- Performs the routine work involved in auditing and recording expense invoices and prepares, audits, and edits reports of costs and other financial summaries and statements.

- Checks disbursements for adherence to contractual obligations. Ensures the safety and accuracy of money handling by maintaining safe, cash registers, petty cash box, and self-printing coin box.
- Prepares accounting reports containing findings, conclusions, and recommendations. Maintains accounting records and files.
- Will be required to learn to use various types of electronic and/or manual recording and information systems used by the Library and Solano County Auditor's Office.

Requirements

EDUCATION:

Graduation from an accredited college or university with a bachelor's degree including or supplemented by 21 semester-hour credits in professional accounting subjects.

Note: Applicants who have satisfactorily completed 21 semester-hour credits in professional accounting courses at an accredited college or university may substitute accounting experience in work involving the installation, operation and keeping of systems of accounts for the remainder of the above educational requirements on a year-for-year basis with 30 semester-hour credits being equal to one year of experience.

MINIMUM QUALIFICATIONS:

- Knowledge of modern accounting principles, methods, and procedures.
- Knowledge of the methods used in the installation, operation, and maintenance of accounts.
- Knowledge of the methods used to prepare accounting and other financial reports.
- Ability to analyze accounting problems.
- Ability to review various financial transactions for conformance with established accounting procedures.
- Ability to provide technical assistance to those who maintain financial records.
- Ability to apply established accounting methods, procedures, and interpretations.
- Ability to prepare and interpret financial statements.
- Ability to establish and maintain records and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the Library and Solano County. Ability to learn to create and produce reports from these systems.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.
- Ability to manage multiple and shifting priorities
- Knowledge and facility in use of accounting software, including MS Office applications.

PREFERRED QUALIFICATIONS:

- Professional experience.
- Experience working with a County or Municipal Auditing or Accounting Office.
- Experience managing accounting for State, Federal, and Private Grants.
- Experience working in a library.

SPECIAL WORKING CONDITIONS:

Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, clear speech, and visual and hearing acuity. Work also includes occasional travel to meetings/events held in other community locations. Possession of a valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

APPLICATION PROCESS:

Qualified applicants should send a current resume, cover letter, and three professional references to

Patrick Newell
Interim Library Director
Dixon Public Library
230 North First Street
Dixon, CA 95620

In addition to a mailed copy, applicants can send an electronic copy of their application to the following e-mail:
newellp@dixonlibrary.com.

Proposed Meeting Schedule 2014
Dixon Library District Governing Board

Third Thursday of the Month, 6pm

Thursday, January 16, 2014
Thursday, February 20, 2014
Thursday, March 20, 2014
Thursday, April 17, 2014
Thursday, May 15, 2014
Thursday, June 19, 2014
Thursday, July 17, 2014
Thursday, August 21, 2014
Thursday, September 18, 2014
Thursday, October 16, 2014
Thursday, November 20, 2014
Thursday, December 18, 2014



Plumbing M.D. Inc.



Plumbing Doctor

Patrick Newell
Dixon Library
230 N 1st St.
Dixon, CA 95620

January 10, 2014

Dear Patrick:

After our meeting with the water district technician I am assuming that you plan on eliminating the water service to the 2nd St. property for the time being. Also, the location where we put these devices is going to be dependent upon clearances with the fire sprinkler backflow device, sidewalk access and whether the city will approve the backflow location, and the condition of the material that we find in the ground once it's exposed. Based on these factors, this proposal is meant as a preliminary discussion, and may be subject to change once all the variables are figured out.

Also, the matter of replacing/repairing the 4-inch fire sprinkler backflow device is not being included in this proposal at this time. I am hopeful that this device can be repaired/rebuilt rather than having to be replaced. I think it would be best to address that device after we do the other two, and initially have it tested and diagnosed to determine how best to proceed.

Please accept this proposal to provide labor and materials for the following for the Dixon Library properties:

1. Provide and install 2" Reduced pressure backflow device for meter supplying water to 230 N 1st St.
2. Provide and install 3/4" Reduced pressure backflow device for meters supplying water to 135 E B St.

The scope of work will include:

All labor and material.

All excavation and backfill.

Concrete demo and replacement to city specifications at sidewalk.

Sidewalk safety perimeter.

Connecting to existing piping in the ground with compression fittings.

Disposal of all debris

The estimated cost for the above project is \$4,998.43

Does not include:

Fees for permits, plans, or drawings

Landscape restoration

Backflow testing

Thermal expansion mitigation

Thank you,

Justin Farias, CFO
Plumbing MD Inc.
SCL#327777

MONTHLY REFERENCE (ADULT, YA, JUVENILE, CIRCULATION) STATS AND INTERNET/WORD PROCESSING STATS
DECEMBER 2013

MONTH/WEEK	REFERENCE QUESTIONS	YEAR (RUNNING TOTAL)	WEEKLY NOTES	INTERNET/MP	YEAR (RUNNING TOTAL)
DECEMBER		5706			5194
WEEK 1	204	5910	<p>**No children's room stats** **CLOSED @ 4PM ON 12/5 FOR XMAS TREE LIGHTING** PM BOOK CLUB: 5+JK CHRISTMAS TREE LIGHTING STATS: OUTSIDE BOOTH: 28 patrons entered raffle 10 new library card applications 125 total ppl reached/given information/spoken to STORYTIMES: 5:15pm - 25C, 30A + MW 7:15pm - 25C, 20A + MW</p>	267	5461
WEEK 2	227	6137	<p>**No children's room stats** AM BOOK CLUB: 6+CD</p>	292	5753
WEEK 3	242	6379	COMPUTER CLASS: 5 + JK	291	6044
WEEK 4	159	6538	<p>12/23 - LIBRARY CLOSED AT 5PM 12/24 - CLOSED 12/25 - CLOSED **INCLUDES STATS FROM 12/30** WINTER READING BEGAN FOR K-6 GRADERS</p>	120	6164
DECEMBER 2013 TOTALS	832			970	
DECEMBER 2012 TOTALS	1193			1122	

STAFF:
 CD = Catherine Dunn
 JK = Jack Karolewski
 MW = Mandy Werrin
 MK = Margaret Kaplan
 C = Child, T (V) = Teen (Volunteer), A (V) = Adult (Volunteer)
 GH = Gretchen Higgin's Elementary School
 TRE = Tremont Elementary School
 AND = Anderson Elementary School
 CDC = Child Development Center
 TAB = Teen Advisory Board
 NHC = Neighborhood Christian School

