



Shelburne Public Library

## Treasurer

Shelburne Public Library will receive applications until May 21, 2025, for the part-time Treasurer position. This is a contract position for approximately 5 hours per week.

The position involves supporting the Shelburne Public Library Board and the CEO/Head Librarian in developing and monitoring the annual operating and capital budgets. This position is responsible for all accounting functions including receipt of revenues, payment of invoices, payroll using ADP, maintenance of financial records, adherence to the budget, financial reporting, oversight of investments, and preparation for the annual audit.

We are looking for a detail-oriented and experienced individual who can work well independently in a fast-paced environment.

### Qualifications:

- Working knowledge and experience with QuickBooks online.
- Experience and/or education in finance and accounting
- Experience working with public libraries considered an asset
- Understanding of Municipal accounting practices would be an asset.
- Keen attention to detail

This is a part-time position with flexible hours.

Resumes should include all educational and training information, work experience and references. The rate of pay for this position \$33 - \$38 per hour commensurate with experience with an anticipated start date of June 30<sup>th</sup>, 2025.

*Shelburne Public Library is an Equal Opportunity Employer, but only those applicants selected for interviews will be contacted.*

Please send your resume and covering letter to:

Rose Dotten, CEO  
Shelburne Public Library  
201 Owen Sound Street  
Shelburne, ON L9V 3L2

Or by email: [rdotten@shelburnelibrary.ca](mailto:rdotten@shelburnelibrary.ca)