



## **JOB OPENING: TREASURER (Library)**

**Location: New Rochelle Public Library**

**Pay Rate: \$30/hour and up, depending on qualifications**

**Part-Time: Up to 19 hours/week (hours may vary with workload)**

**Mandatory Attendance: Monthly Board Meetings (Second Thursday of each month)**

The New Rochelle Public Library is seeking a detail-oriented, financially savvy, and mission-driven Treasurer to join our team. This is a part-time role (up to 19 hours per week), offering a competitive hourly rate and the opportunity to make a meaningful impact in a thriving and diverse community.

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### **ABOUT THE LIBRARY & COMMUNITY**

Located in Westchester County, New Rochelle is the fastest-growing city in New York State, home to more than 80,000 residents, an award-winning school district, two colleges, and a vibrant cultural scene. With scenic waterfronts, beautiful parks, and quick access to NYC, it's a dynamic and growing community.

The New Rochelle Public Library system includes the main branch and the Huguenot Children's Library - the only free-standing children's library in Westchester County. The Library is committed to exceptional public service, innovation, and community partnerships. We're at an exciting moment of transformation, implementing a bold strategic plan that expands access, modernizes operations, and strengthens our civic role.

As Treasurer, you'll play a crucial part in supporting this vision by ensuring financial integrity and efficiency across all Library operations.

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### **POSITION OVERVIEW**

As the chief financial administrator of the Library, the Treasurer works under the direction of the Library Board of Trustees. This position is responsible for all aspects of financial management, including budget preparation, audit compliance, and financial reporting. The Treasurer may supervise subordinate professional and clerical staff and serves as a key advisor on financial policy.



## KEY RESPONSIBILITIES

- Prepare and manage the Library's line-item budget
- Ensure compliance with legal and best-practice financial procedures
- Process inter-account bank transfers and manage payment systems
- Present auditor recommendations and develop action plans
- Support Director with program and annual budgeting
- Review all invoices, financial reports, and expense allocations
- Monitor grants and manage release of restricted funds
- Maintain and revise internal accounting controls
- Prepare RFPs and oversee auditing procedures
- Submit monthly and year-end financial statements
- Attend all regular and special Board meetings

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## REQUIRED QUALIFICATIONS

### Education & Experience:

- Bachelor's Degree in Accounting or Business Administration from an accredited four-year institution
- At least five years of professional experience in accounting or business, with responsibility for financial records and audits

### Skills & Attributes:

- Strong understanding of financial management, controls, and reporting
- Knowledge of laws and regulations related to public or nonprofit finances
- Ability to learn and use financial/timekeeping software (e.g., ADP)
- Excellent judgment, accuracy, and organizational skills
- Clear written and verbal communication abilities
- Professional integrity and collaborative spirit

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## JOIN OUR TEAM

If you are passionate about public service and ready to contribute your financial expertise to a forward-thinking public library, we encourage you to apply.

To Apply: Please submit your resume and cover letter highlighting your qualifications and interest in the role to: [applicants@nrpl.org](mailto:applicants@nrpl.org). No phone calls please.

Applicants must fill out and submit the application located [-here-](#).