



Greenbush	218-782-2218	Hallock/Karlstad	218-843-2401
Red Lake Falls	218-253-2992	Roseau	218-463-2825
Godel Memorial	218-745-5465	Warroad	218-386-1283
Thief River Falls	218-681-4325	Grygla	218-386-1283
Middle River	218-222-3613		

Job Opening

The **Northwest Regional Library System** has an opening for a **Bookkeeper and Office Associate**.

The position is a full-time, 40 hour position, working Monday-Friday. Under the direction of the Library Director, the Bookkeeper and Office Associate is responsible for providing administrative and accounting support for the NWRL System including the processing and preparation of payroll, accounts payable, accounts receivable, and required system, state, and federal reports. The Bookkeeper and Office Associate provides general administrative support to the Director and Board in the preparation/assembly meeting packets, agendas, notices, and information, as needed.

Applicants must have an Associate's degree in Business, Accounting, or a related field; a Bachelor's degree is preferred. The position also requires a valid driver's license and the ability to travel to all branch locations.

Starting wage: \$23.02/hour

Open until filled

Applications available at www.nwrlib.org

Please return applications to:

Board of Directors
Northwest Regional Library System
210 LaBree Avenue North, PO Box 593
Thief River Falls, MN 56701

Or email to: board@gsuite.nwrlib.org