



## **NOTICE OF AVAILABLE POSITION**

- Date Posted:** November 15, 2024
- Position:** **Account Clerk – Part-Time  
Business Office - Nesconset Building**  
17.5 hours per week – although uncommon, may on occasion, work an evening, weekend and periodic shift in our other buildings.
- Description of Duties:** Seeking individual with good knowledge of bookkeeping principles and practices as well as good knowledge of standard office methods and practices. Work involves performing specialized clerical work in keeping financial records of some variety and complexity; keeping books or records subject to audit. Candidate should have the ability to: make arithmetic computations rapidly and accurately; apply bookkeeping principles to the maintenance of fiscal and accounting records; learn the operation of computers, adding machines, calculating machines and other office machines; follow oral and written instructions; compile and prepare financial and statistical reports; establish effective working relationships with co-workers in a manner conducive to full performance and high morale. Does related work as required.
- Qualifications Required:** Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in computing and registering data in financial records, accounts, or journals; or, two (2) years of clerical experience, and six (6) credits in accounting from a college with federally-authorized accreditation or registration by NY State.
- Note: Education beyond high school from a college with federally-authorized accreditation or registered by NY State including at least three (3) credits in accounting per year may be substituted for experience on a year-for-year basis.
- Experience with QuickBooks, or similar accounting software, and Microsoft Excel preferred.
- Salary:** Salary is determined in accordance with the provisions of the current collective bargaining agreement. Current entry level salary for Account Clerk is \$23.86 per hour.
- Contact:** Candidates may apply by emailing a resume (cover letter included) to [smithjob@smithlib.org](mailto:smithjob@smithlib.org) within seven business days from the date of this posting. Please type **ACCOUNT CLERK and your name** in the subject line of the email.

**THE DECISION OF THE LIBRARY DIRECTOR, SUBJECT TO APPROVAL OF THE LIBRARY BOARD OF TRUSTEES, WILL BE FINAL.**