

Niagara Falls Public Library (Niagara Falls, NY) seeks candidates for Account Clerk (part-time).

The Account Clerk is responsible for handling various aspects of Library finances and accounts.

Duties may be complex and involve

exercising independent judgment, and may include—but are not limited to—processing payments, reconciling accounts, and keeping accurate and detailed records and files of accounts. Processing bi-weekly payroll. Preparation of bank deposits. Performs computer data entry. Computerized systems and bookkeeping software are used for data entry, accounting, and generating routine financial reports. Work is performed under the general supervision of the Library Director. Peachtree and AS400 experience would be preferred.

Performs related work as required. *****Click here for a civil service job description.

SCHEULE:

Monday-Friday, 8:30am-12pm (17 hours/week)

STARTING SALARY:

\$17.92/hour Job Grade 13

MINIMUM QUALIFICATIONS:

Either:

A) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree in Business Administration or related field;

OR

(B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in a position involving maintenance of and checking of financial accounts and records;

Residency Requirement: City of Niagara Falls Employees are required to live within the NF City's boundaries.

APPLICATION DEADLINE:

8/9/19 @ 5pm EST

SUBMIT COVER LETTER, RESUME & NFPL APPLICATION TO:

Mrs. Sarah Potwin

Executive Library Director

Niagara Falls Public Library

1425 Main Street

Niagara Falls, NY 14305

spotwin@nioga.org with the subject line: ACCOUNT CLERK APPLICATION

Application forms may be obtained in person at the front counter or online

at: <http://www.niagarafallspubliclib.org/>

Niagara Falls Public Library is an equal opportunity employer and complies with all applicable federal and state laws as well as the rules and regulations of the Niagara Falls City Civil Service Commission.