

POSITION OPEN

Great Neck Library

Business Office

Accounting Clerk (PT)

Skills required:

Successful candidate will have a degree in Accounting and at least 3 years accounting experience.

Working knowledge of principles of Fund Accounting preferred.

Must be computer literate, well organized, and detail oriented.

Sage (Peachtree) Accounting and AccuData Payroll experience a plus.

Job Duties:

Reports directly to Business Manager;

Accounts Payable: Matches invoices to purchase orders, Prepare checks for mailing, Prepare and send retiree notices, Attach checks to invoices, Filing of invoices, Prepare new A/P folders;

Cash Receipts: Counts cash from all locations and prepares bank deposits;

Payroll: Maintains overtime spreadsheet, dispatch pay stubs to employees;

Assists Business Manager in special projects as required.

Schedule:

10-15 hours per week

Monday - Friday

\$15-\$20 per hour (Rate commensurate with experience)

Reply to:

Great Neck Library

159 Bayview Avenue, Great Neck, NY 11023

employment@greatnecklibrary.org