

OPEN POSITION

Accounting Clerk-Part Time Business Office

Skills Required:

The Great Neck Library is seeking a well-organized, detail oriented and computer literate part time clerk for the Business Office, reporting directly to the Business Manager

Duties and responsibilities include:

- Matches invoices to purchase orders and prepares checks for mailing
- Prepares and sends retiree notices
- Attaches checks to invoices and filing of invoices
- Prepare new A/P folders
- Counts cash from all locations and prepares bank deposits
- Maintains overtime spreadsheet and dispatches pay stubs to employees
- Position may involve prolong periods of sitting and lifting of up to 25 lbs.
- Other duties as assigned

Qualifications & Experience Required:

- Associates Degree in Accounting (Bachelor's Degree a plus)
- Minimum of 2 years accounting experience
- Sage (Peachtree) Accounting and AccuData Payroll experience a plus

Schedule:

Part time – 10-15 hours per week; Monday-Friday

Starting Salary Range:

\$17.50-\$22.50 per hour (Rate commensurate with experience)

Reply with resume, cover letter, and references by 5/23/2022:

Great Neck Library
159 Bayview Ave.
Great Neck, NY 11023

employment@greatnecklibrary.org

No Phone Calls Please

The Great Neck Library is an Equal Opportunity Employer.



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