

Job Opening

Title: Account Clerk (Substitute)

Hours: Part Time Temporary

Not to exceed 17.5 hours per week

$20.00 per hour

Do you have a passion for numbers, bookkeeping, and organization? Are you friendly and welcoming to colleagues, and guests? Well, then look no further than your local community library in the heart of beautiful Babylon Village!

We have an opening for a part-time temporary account clerk in our business office. Over the course of about six weeks, and thereafter as an on-call substitute, you will help the administration and business office staff by:

Maintaining library financial accounts through QuickBooks Online; entering purchase orders and invoices, verifying accuracy, and preparing checks for signature.

Posting cash disbursements.

Assisting with payroll, entering data, and maintenance of employee time accruals.

Managing routine vendor inquiries and billing issues.

Assisting with other business office duties as directed.

We are flexible on scheduling; however, our standard business office hours are Monday - Friday from 9 AM – 5 PM.

If you think you’d have fun with us and are interested in joining our team, please respond to tvitale@babylonlibrary.org with your resume, and a list of three professional references.

Or you can pop into the library and fill out an employment application form at the circulation desk during our regular hours. We will review the application and give you a call for an interview if we can do so.

We are located at 24 South Carll Avenue, Babylon, NY 11702. We look forward to meeting you!