



145 Pidgeon Hill Road, Huntington Station, NY 11746. Phone (631) 549-4411

Notice of Position

Date Posted: July 29, 2024

Position: Part-time Account Clerk

Department: Administration/Business Office

Application Closing Date: Until Filled

Description of Duties:

- Performs record keeping duties in the library's Administration/Business Office; writes up and files check requisitions of invoices and purchase orders. Helps maintain statistical data.
- Prepares cash registers/money bags. Collects daily fines, and money from discount tickets sales, program registrations, and copy machines.
- Answers and directs phone calls for the administrative office. Directs incoming and outgoing mail. Performs other related clerical duties as assigned.

Qualifications:

- 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, (b) Two (2) years of clerical experience, and six (6) credits in accounting from a college with federally-authorized accreditation or registration by NY State.
- Proficiency with Excel and Microsoft Office.
- Flexible schedule preferred.

Rate: \$21.20/hr. 15 hours per week. Monday-Friday mornings, with occasional other shifts, per library needs.

Interested candidates may apply in writing by sending a completed job application & resume to:

Janet Scherer, Library Director
South Huntington Public Library
145 Pidgeon Hill Road
Huntington Station, NY 11746
Fax: 631.547.6912
Email: jscherer@shpl.info

*Only candidates selected for further consideration will be contacted.
The South Huntington Public Library is an Equal Employment Opportunity Employer.*