



627 NORTH SUNRISE SERVICE ROAD, BELLPORT, NY 11713
TEL: 631-286-1600 ■ FAX: 631-286-1647

The Suffolk Cooperative Library System (SCLS) seeks an energetic individual with a background in accounts receivables & accounts payables to join the Business Services Department as a Senior Clerk. SCLS is seeking an individual that can provide exceptional support to the SCLS Finance Officer.

The Business Services Department provides a variety of support services to the libraries in Suffolk County. The Senior Clerk is responsible for processing accounts receivables and accounts payables in the Finance Department. The Senior Clerk is responsible for the preparation of various finance reports to support the work of the Finance Officer. The maintenance of electronic and physical files is also a requirement.

The candidate must be a high school graduate or equivalent with three years of clerical experience or the equivalent being preferred. The successful candidate must have a good knowledge of general accounting principles and organizational skill. Experience with QuickBooks software is preferred.

SCLS is a 56-member library system in Suffolk County, NY. We are a supportive employer with opportunities to learn and grow in this position. The starting salary for this position is \$48,815 as well as a generous benefits package. Please see the attached job description for details.

To apply, please send a cover letter and resume to Suffolk Cooperative Library System Human Resources Office at sclshr@suffolknet.org by Friday May 30, 2025.

DEPARTMENT: BUSINESS
POSITION TITLE: SENIOR CLERK - FINANCE
REPORTS TO: FINANCE OFFICER

GENERAL DESCRIPTION: Under the direction of the Finance Officer, this staff member performs various bookkeeping and office duties.

ESSENTIAL FUNCTIONS:

1. Processes Accounts Payable transactions using an automated accounting system.
2. Processes Accounts Receivables transactions using and automated accounting system.
3. Maintains automated and manual vendor files.
4. Prepares information to be used for Receipts and Disbursements reports.
5. Provides reception desk coverage during receptionist breaks and afternoons.

OTHER FUNCTIONS:

1. Reconciles monthly credit card statements assuring proper supporting documentation for charges are provided.
2. Handles bank reconciliations as a back-up.
3. Performs other functions as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Good knowledge of bookkeeping/accounting principles and practices.
2. Ability to work with an automated accounting system.
3. Thorough knowledge of office technology and procedures.
4. Ability to work with deadlines and interruptions.
5. Ability to locate and retrieve information.
6. Ability to follow written and oral instructions.
7. Ability to write legibly.
8. Ability to keep accurate records.
9. Good organizational skills.
10. Ability to deal tactfully and courteously with others.
11. Ability to work with accountants and maintain records according to their satisfaction.
12. Ability to learn and coordinate new systems with existing operations.
13. Knowledge of and ability to set-up and maintain spreadsheets.
14. Ability to make Sustainable work-related decisions.

REQUIRED EXPERIENCE AND TRAINING:

1. High school graduate or equivalent with some background in bookkeeping/accounting.
2. Three years of clerical experience including some bookkeeping experience preferred.