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JD Amato

NOTICE OF POSITION
Mastics-Moriches-Shirley Community Library
Business Office

Job Notice# 100118-P **Job Title: Part-time Account Clerk Typist**
Posting Date: 10/01/2018 **Closing Date: 10/15/2018** **Starting Date: 10/26/2018**

***** Position is part time and may require up to 17.50 hours per week *****

Description of Duties:

- Assists with filing and record retention.
- Updates automated financial records utilizing *QuickBooks* software.
- Reviews financial documents for accuracy.
- Assists with various recurring audits.
- Operates adding, computing and other standard office machines.
- Other duties, as assigned.

Qualifications:

- Knowledge of *QuickBooks* desired, as well as *Microsoft Excel & Word* software.
- General understanding of bookkeeping principles and practices.
- Ability to understand and follow oral and written instructions.
- Graduation from a standard senior high school or possession of high school equivalency diploma.
- Four years clerical/bookkeeping experience.

Starting Wage: Commensurate with experience

To Apply: Applications may be printed from -
<http://www.communitylibrary.org/about/application.pdf>, and must be accompanied by a cover letter and resume. **Please note that only candidates being considered will be contacted.**

Applications may be returned in person to the Business Office drop-off box (located near Circulation Desk) during library hours; by fax @ 631-399-1518; or scanned & emailed as an attachment to: businessoffice@communitylibrary.org (Please include job title in *subject* line)

The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability on employment or the provision of services.