

**Nanuet Public Library Seeks a Part-Time Senior Account Clerk:**

The Nanuet Public Library has an immediate opening for a Part-Time Senior Account Clerk to work up to 17 hours per week in its Administrative Business Office. Applicants must communicate well and have basic Excel skills. Experience with QuickBooks and Paychex payroll systems are a plus, but not necessary. Must be able to work independently and have good attention to detail.

**Duties of the position include:**

Accounts Payable – verify accuracy of invoices against orders and packing slips; code bills for entry into accounting system; maintain accounts payable records

Cash Receipts – Count daily cash receipts; classify receipts to appropriate income accounts; keep cash receipts ledger; prepare weekly deposit

Payroll – Assist in the bi-weekly processing of payroll, including reviewing employee timecards

Petty Cash – Assist with petty cash operations; maintain petty cash ledger

Other duties in the Administration Department as required

**Minimum Qualifications:** Graduation from high school or possession of an equivalency diploma and two (2) years of experience which included account keeping and/or bookkeeping as the major thrust of the work performed.

**Preferred:** Previous library or other governmental accounting experience

**Compensation:** Begins at \$24.00/per hour, negotiable based on experience  
Appointee will have the opportunity to participate in the NY State Retirement System.

Please send letter of interest and résumé to Jessica Bowen, Director  
at [jbowen@rcls.org](mailto:jbowen@rcls.org)