



JOB ANNOUNCEMENT

Account Clerk (FT)

Responsibilities:

The Nassau Library System (NLS) works with 54 member libraries to coordinate shared services that help member libraries share resources, collaborate, and take advantage of economies of scale. The Account Clerk supports the business, financial and HR operations of NLS, participating in activities related to procurement, accounts payable and receivable, financial reporting, personnel, payroll, and benefits administration. This position is in NLS' Business Office, reports to the Business Manager, and supports the activities of the organization by handling:

- Accounts payable and receivable activities including the preparation of invoices, checks and monthly statements in QuickBooks
- NLS and coordinated library purchases including researching pricing, the distribution of ordering information to member libraries, placing, and receiving orders
- Data collection, tabulation and analysis, and the creation and updating of spreadsheets
- Financial tasks including the recording of payments received and monthly bank reconciliations
- Administration of health and welfare plans, including enrollments, changes, and terminations

This position will be cross trained on the duties of other Business Office personnel to ensure efficient and effective operations. The full job description is available at nassaulibrary.org/careers.

Qualifications:

- High school diploma or equivalent required; Associate or bachelor's degree in accounting preferred
- Working knowledge of QuickBooks
- Proficiency with Microsoft Office suite, especially Excel; computer literate and able to learn new software
- Productive, well organized, attentive to detail, and accurate
- Strong commitment to excellent customer service

Compensation:

Starting salary up to \$50,000 depending on experience and qualifications. Excellent benefits. This is not a Civil Service position; this position is part of the collective bargaining unit. Potential for limited telecommuting.

To Apply:

Send resume with cover letter to careers@nassaulibrary.org. Preference will be given to applications received by **August 19, 2022**, but applications will be accepted until the position is filled. NLS is an equal opportunity employer.