

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

**Job Notice# 070518-P**                      **Job Title: Part-time Account Clerk Typist**  
**Posting Date: 07/05/2018**    **Closing Date: 07/13/2018**    **Starting Date: 07/26/2018**

Position is part time and may require up to 17.50 hours per week. Availability may include evenings as well as weekends. (4:30 PM – 9:00 PM weekdays, 9:00AM – 5:00PM Sat.)

**Description of Duties:**

- Assist with filing and record retention.
- Updates automated financial records utilizing *QuickBooks* software.
- Review financial documents for accuracy.
- Assist 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](mailto: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.*