



POSITION AVAILABLE

East Brunswick Public Library

October 23, 2024

Accounting Clerk

Administration Full-Time (101)

SCHEDULE: 35 hours per week, Monday through Friday

GENERAL DESCRIPTION: The Accounting Clerk performs a variety of clerical and routine tasks to support the library's various accounting functions. The Accounting Clerk also serves as a Passport Agent and is responsible for accepting passport applications on behalf of the Department of State.

- JOB DUTIES:**
- Assists in the preparation of the library's financial and statistical records and prepares monthly reports.
 - Responsible for the complete accounts payable process.
 - Reconciles accounts.
 - Prepares bank deposits and posts deposits to the accounting system.
 - Maintains orderly records and files.
 - Files quarterly sales tax returns.
 - Assists with annual audit requests.
 - Assists with other accounting projects as assigned.
 - Assists with clerical and administrative tasks in the Administration office.
 - Verifies passport documents presented fulfill federal requirements and ensures the applications are completed correctly.
 - Takes passport photos and acts as a Notary Public.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITY: The Accounting Clerk must qualify to become a Passport Application Processing Agent and have the following skills:

- Knowledge of bookkeeping terminology, methods, and procedures.
- Basic understanding of accounting principles and procedures.
- Ability to handle billing and invoice processing tasks effectively.
- Knowledge of standard office procedures, practices and equipment.
- Competency in Microsoft Office products such as Word, Excel and Outlook.
- Effective verbal and written communication skills.
- Ability to establish and follow detailed work procedures.

- Ability to perform mathematical computations with speed and accuracy.
- Ability to establish and maintain effective working relationships with staff and library customers.
- Ability to type well and use a variety of office equipment.

MINIMUM TRAINING AND EXPERIENCE: The Accounting Clerk must have any combination of education and experience equivalent to graduation from an accredited college with an accounting degree or related field supplemented by courses in accounting or bookkeeping. The candidate must have experience in accounting and general office work. Knowledge of Edmunds software preferred.

SALARY: \$47,000 and up depending on experience and qualifications.

START DATE: Immediate

SUPERVISOR: Tracey Squires, Circulation, Finance, and Operations Manager

APPLICATION: Applications will be accepted until November 15, 2024. The position may be filled prior to the application deadline. Send application, resume and cover letter to Human Resources at HR@ebpl.org. Applications are available in the Administration office and on the library website at <https://ilove.ebpl.org/sites/default/files/employment-application.pdf>.

RECRUITMENT:

1. Internal Posting	5. STELLA
2. Township Personnel	6. LibraryLinkNJ
3. EBTv	7. Indeed.com
4. www.ilove.ebpl.org	