



Ballston Community Public Library
Bookkeeper/Account Clerk Typist
1/6/2024

General Statement of Duties: Under the supervision of the Director, the Bookkeeper will be responsible for financial operational tasks.

Classification: Permanent Part-Time Position

Job Description: Maintain and balance the general ledger in an accurate, complete, and up-to-date manner. Perform all activities related to the accounts payable function including reviewing, coding, and processing payments. Perform account receivable functions including invoicing, deposits, collections, and revenue recognition. Prepare financial reports through collection, analysis, and summarization of data. Other duties as required.

Required Skills and Abilities: Excellent communication, highly organized, attention to detail, and must possess strong computer skills.

Preferred Skills: Knowledge of QuickBooks and Microsoft Office. Previous bookkeeping experience preferred.

Minimum Qualifications:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Management, Business Administration, or a closely related field;

OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Secretarial Science, Office Management, Business Administration, or closely related field, AND two (2) years of paid clerical experience to include the use and operation of a personal computer with experience in the maintenance of financial accounts and record keeping;

OR

C) Graduation from high school or possession of an Equivalency Diploma (GED), AND four (4) years of paid clerical experience to include the use and operation of a personal computer with experience in the maintenance of financial accounts and record keeping.

Work Schedule: 15 hours per week

Supervisor: Director



Salary: \$21.00 per hour

Deadline: January 20, 2024

Please submit application or resume to:

Rebecca Verhayden, Director
rverhayden@sals.edu

Ballston Community Public Library
2 Lawmar Lane
Burnt Hills, NY 12027