

MOORE MEMORIAL LIBRARY

Job description

Account Clerk

General Position Description: Part time position; reports to the Library Director; involves performance of standard account keeping practices in maintaining and checking financial accounts and records.

Summary of Responsibilities:

- * Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies.
- * Verifies all calculations and codes on documents
- * Posts figures to appropriate accounts through a computer, verifying all data entered
- * Reconciles all entries, both debits and credits
- * Prepares financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid
- * Receives cash payments, issues receipts
- * Prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate ledgers
- * Makes bank deposits
- * Contacts clients, vendors, etc. to obtain additional information
- * Provides routine information orally or in writing in response to inquiries on financial records
- * Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence
- * Receives, balances and audits payroll time records

Minimum Qualifications: Graduation from high school and two years of full-time paid or its part-time equivalent experience in maintaining financial accounts and records.