

# 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.