

Oswego School District Public Library, in Oswego, NY
<https://oswegopubliclibrary.org/>

Full Time 35 hours per week Account Clerk/Typist

The Oswego School District Public Library, in Oswego, NY invites a diverse group of applicants for an exciting new opportunity as an Account Clerk/Typist. Diverse individuals, including applicants of different races, sexual orientations, gender identity, disability status and country of origin, etc. are welcome. Also known as Port City, Oswego is a city of about 17,500 residents, located in Oswego county. The library serves around 26,200 people, including the City of Oswego, Scriba and Minetto.

Built in 1857, the library is the oldest public library in the US in its original building. The library is an exciting, collaborative place to work. Our goal is for the library to grow and provide innovative programs for children, teens and adults, both virtual and in-person. The library is committed to providing a harassment-free workplace. We participate in the NYS retirement system. Benefits include a pension, paid holidays, sick leave, vacation, personal days, birthday and health insurance. The library also offers support for professional development with funds to cover training costs.

The Account clerk/typist is a 35 hour per week, full time position. Salary is commensurate with experience.

- Typical work activities include:

- Making out checks and keeping records of checks issued, money collected and refunded, and other financial transactions to proper authorities; checks for accuracy;
- Assists with audit and budgets:
- Maintains accurate cash ledger and balances accounts;
- Types reports, correspondence, purchase orders, forms payrolls, invoices and envelopes
- Requires communication with NYS agencies, vendors and staff

Minimum qualifications:

- I. A.) Graduation from high school or possession of New York State high school equivalency diploma, and one (1) year or its part time equivalent experience in the compilation and maintenance of financial accounts and records;
OR
- B.) Two (2) years or its part time equivalent in the compilation and maintenance of financial accounts and records
OR
- C.) An equivalent combination of training and experience as defined by the limits of (A) and (B)

Knowledge, Skills, and Abilities:

Working knowledge of organization, function, rules, policies and regulations of agency assigned; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type from clear copy of rough draft; ability to follow moderately complex oral and written directions; ability to get along well with others; clerical aptitude.

Position is available to start immediately.

Statement of Non-Discrimination:

The Oswego Public Library grants equal employment opportunities to all qualified persons without regard to an individual's age, sex, color, religion, marital status, national origin, political affiliation, handicapped status, or sexual orientation. The library complies with all federal and state regulations dealing with employment

Instructions to Applicants:

Interested individuals meeting the qualifications should submit the following documents:

1. a cover letter, resume, and a list of three professional references (eg former supervisors); and
2. the Application for Examination or Employment, City of Oswego Department of Personnel form.

The link for the application form is:

<https://www.oswegony.org/work/application-rev0119>

(link is external).

Please send materials in an email to mmcdermott@ncls.org with subject line "OPL account clerk" for review. Review of applications will begin on July 10, 2021 and will continue until the position is filled.

Questions can be sent to mmcdermott@ncls.org.