Saratoga Springs Public Library (Saratoga Springs, NY) seeks candidates for Senior Account Clerk (part-time). The Senior Account Clerk is responsible for handling various aspects of Library finances and accounts. Duties may be complex and involve exercising independent judgment, and may include—but are not limited to—processing payments, reconciling accounts, and keeping accurate and detailed records and files of accounts. Computerized systems and bookkeeping software are used for data entry, accounting, and generating routine financial reports. Work is performed under the general supervision of the Library Director. Supervision may be exercised occasionally over the work of paraprofessional and clerical staff, as well as volunteers. Performs related work as required.

**SCHEDULE:**
Monday-Friday, 8:30a-12p (17.5 hours/week)

**STARTING SALARY:**
$22.47/hour

**MINIMUM QUALIFICATIONS:**
Either: (1) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate’s degree in accounting, mathematics, business administration or closely related field; or (2) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience maintaining financial accounts and records. NOTE: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework, as indicated above, being equivalent to three months of experience.

**APPLICATION DEADLINE:**
7/8/19

**SUBMIT COVER LETTER & SSPL APPLICATION TO:**
Tara Chhabra, Human Resources Manager
Saratoga Springs Public Library
49 Henry St
Saratoga Springs NY 12866

Application may be obtained in person or online at [http://www.sspl.org/documents/about/employee_application.pdf](http://www.sspl.org/documents/about/employee_application.pdf)

Saratoga Springs Public Library is an equal opportunity employer and complies with all applicable federal and state laws as well as the rules and regulations of the Saratoga Springs Municipal Civil Service Commission.

*Tara Chhabra, Human Resources Manager*  
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