



**Geneva Public Library
Part-Time Finance Clerk II
Job Posting**

October 30, 2020

The Geneva Public Library has an immediate opening for a finance clerk, under the Civil Service classification Part-Time Finance Clerk II. Candidates must meet the minimum qualifications for the Civil Service Finance Clerk II classification.

If the selected candidate is not currently serving in a Finance Clerk II position and available for a transfer, they will be hired provisionally until such a time where they can take the Finance Clerk II Civil Service exam. Applicants with questions regarding the provisional hiring process are encouraged to contact Ontario County's Human Resources Department.

The deadline for an applicant to be considered for the initial round of interviews is Friday, November 20. Subsequent rounds may be conducted.

How to Apply:

Applicants must apply via the Ontario County Employment Portal. The position and application link are available on the Current Vacancies page via this link, <https://ontario-portal.mycivilservice.com/jobopps>.

Job Summary:

Directly supervised by the Library Director, the Part-Time Finance Clerk II is responsible for co-administering the Library's fiscal and human resources services in conjunction with the Director and Library Treasurer. Their summarized duties include:

- Overseeing receipts, including cash balancing and deposits
- Payment and processing of the Library and Foundation for Geneva Public Library's expenses
- Developing monthly financial summaries and other budget reports as requested
- Administering payroll in conjunction with staff supervisors; compiling payroll data
- Processing Civil Service paperwork for employees and the Library in conjunction with Library Director
- Administering staff benefits and advising the Library Director and staff on new benefit options and benefit policy recommendations
- Administering hiring and termination paperwork
- Filing annual reports and working with outside auditing agencies to facilitate annual review
- Processing sorting, and filing Library and staff records
- Advising the Library Director and Finance Committee on financial procedures and policies

Compensation and Benefits

Wage rate is \$15.00-\$20.00 per hour based on experience. The position is eligible to enroll with the New York State Retirement System and NYS Deferred Compensation Program, though both are voluntary.

Hours

15-20 hours per week, spread across a minimum of two days per week. There is some potential to work from home as the Library operates with modified procedures and policies during the COVID-19 pandemic, but due to the requirements of the position, the majority of the work will need to be completed in the building.

Desired Experience and Skills

- Experience with business accounting and related software- the Library current uses the desktop version of QuickBooks Pro 2018
- Understanding of financial oversight best practices
- Comfort with the Microsoft Excel and Google Drive and other Microsoft Office/Google tools
- Previous experience with payroll systems
- Ability to work in a team environment
- Ability to make arithmetic computations rapidly and accurately
- Comfort with multi-tasking, prioritizing, and organizing electronic and paper records

Statement of Nondiscrimination

The Geneva Public Library provides an environment that is free of illegal discrimination and harassment for everyone, including but not limited to: library users, employees, volunteers, and non-employee service providers. Any applicant who believes that they have encountered discrimination because of age, race, creed, color, national origin, sex, disability, genetic disposition or carrier status, or marital status is encouraged to discuss the problem with the Library's Board of Trustees President, the Ontario County Department of Human Resources, or State or Federal regulators.