



Part-time Library Clerk Job Description

Job Summary:

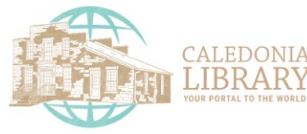
The Caledonia Library Association, in Caledonia, NY, is seeking a part-time Library Clerk to assist patrons, work at circulation, and manage invoices and accounts. The Caledonia Library serves the residents of the Town of Caledonia and is a member of the Ontario, Wayne, Wyoming, Livingston County (OWWL) Library System. This position requires strong attention to detail and customer service skills, a friendly disposition, and a willingness to work as part of a team.

This position is for 20 hours a week including mornings, afternoons, evenings, and rotating Saturdays.

This position reports to the director.

Duties & Responsibilities

- Performs routine clerical and account keeping tasks involving the application of standardized account keeping practices using Quick Books software.
- Records library expenditures, vendors, vendor invoices, and payment tracking.
- Maintains and reviews library financial accounts and records along with the Director and Treasurer.
- Prepares vouchers and payment checks for Board of Trustees review and signatures.
- Files and maintains all records related to processing of payrolls, invoices, vouchers, bills, and correspondence.
- Prepares reconciliation of balances and posts balances to appropriate ledgers.
- Prepares simple financial or statistical reports from data entered, including status of accounts, account balances, cash received or paid.
- Performs routine circulation duties and assures accurate library shelving.
- Assists patrons with routine selection and location of library materials.
- Assists patrons with technology including computers, scanning, and faxing.
- Performs opening and closing procedures responsibly and independently.
- Follows established library policies and procedures.
- Performs other clerical tasks and duties as assigned.
- Provides outstanding customer service at circulation desk assisting patrons



- Assists other staff in promoting library programs by creating flyers and using social media.

Minimum Qualifications

- High school diploma or equivalent
- Comfortable using computers and computer software including Excel.

Preferred Qualifications

- Experience with QuickBooks.
- Experience with bookkeeping or accounting.
- Experience working in a library and working knowledge of library services and practices.
- Customer service experience.
- Comfortable using social media and technology such as Canva and Facebook.

Working Conditions

The work is generally performed in a climate-controlled building, with occasional need to conduct activities outdoors. Moderate physical demands include sitting, standing, or walking for sustained periods of time, reaching, lifting, turning and twisting, bending and stooping, pushing and pulling, climbing stairs, using a ladder or stool, and lifting up to 35 lbs. The employee will be required to read a computer screen for extended periods.

Compensation and Benefits

Compensation is \$16.50/hour, with a 6-month probationary period.

Paid holidays. If the library has a scheduled closure on a day that you were scheduled to work, you will receive pay equal to the number of hours that you were scheduled to work that day.

Paid Sick Time will accrue at a rate of 1 hour/every 28 hours worked.

Employer paid PFL coverage.

Part time employees are eligible for paid vacation time after 1 year worked.

To Apply

Please submit resume and cover letter to the Library Director at caledonialibrarydirector@owwl.org.