

# Mount Vernon Public Library

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## CHIEF ACCOUNT CLERK VACANCY

At present there is one vacancy at the Mount Vernon Public Library

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class works under the general direction of the Treasurer with a wide leeway allowed in the execution of assigned tasks. This position involves responsibility for performing a variety of administrative tasks including collection and analysis of wage and fringe benefit data, maintenance of general ledger, processing and evaluation of payments. Processing, control, reconciliation and audit of payroll documents, records and files. Does related office management duties and Ad hoc projects.

**EXAMPLES OF WORK:** (Illustrative only)

Preparation of bank reconciliation;  
Process and submit employee's annuity contributions;  
Responsible for all payroll processing on ADP;  
Coordinates purchase order system;  
Preparation of Mount Vernon Civil Service Certification of all employees;  
Review and maintain employee's 403(b) contributions to agree with IRS regulations;  
Submit quarterly tax verification requested by ADP to verify and confirm that all reporting agencies are correct;  
Responsible for processing all payables and follow-up with vendors on collections;  
Preparation of positive pay file to submit to bank;  
Processing of employees and deduction checks;  
Responsible for preparation of 1099's to be submitted to IRS;  
Administrators of NYS Retirement must submit to all employee's data to Retirement System by compiling the payroll data. Data must be prepared in a specific ascil file format. Must comply with a six day month end deadline;  
Processes health insurance;  
Required to attend Monthly Regular Board Meetings;  
Assists in the preparation of the budget;  
Responsible to work with our outside auditors during year-end review.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Must have a good knowledge of the principles and practices of employee wage and benefits programs; good knowledge of the methods of collection and analysis of wage and fringe benefit data; ability to prepare and present both oral and written reports and to carry out complex oral and written directions; ability to work independently and make decisions; thorough knowledge of methods used in keep financial accounts and records; good knowledge of office terminology, procedures and equipment; must be proficient in QuickBooks, Excel, Word and ADP payroll system; ability to handle correspondence; ability to relate to the public sector; integrity; resourcefulness and physical condition commensurate with the demands of the position.

**ACCESTABLE TRAINING AND EXPERIENCE:**

- Graduation from an accredited four year college or university with a Bachelor's Degree in Accounting or Business Administration or in a related field; **PLUS** 4 years of full time experience in recording financial and payroll transactions in a financial accounting system; **OR**

- Graduation of a recognized college with an Associate's Degree in Accounting or Business Administration or in a related field; **PLUS** 6 years of full-time experience as noted in (A) above.

CSC – 2/8/82 – 2/26/2001

**Amended**

2/19/2020

Salary range: \$64,00 - \$80,000 per year

Job Type: Full-time

Apply: All resumes must be received by Friday July 19, 2024 by 5:00 p.m. Resumes should be submitted to: [timurd@wlsmail.org](mailto:timurd@wlsmail.org) or mail to Mt. Vernon Public Library 28 South 1<sup>st</sup> Avenue Mt. Vernon NY 10550. Please direct questions to the Director, Timur Davis at 914 668-1840 ext. 215.

Rev. 7/23/20, 5/7/24, 5/29/24