



MOUNT VERNON  
PUBLIC LIBRARY  
WHERE OPPORTUNITY AWAITS

## Mount Vernon Public Library

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### CHIEF ACCOUNT CLERK

**DISTINGUISHING FEATURES OF 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.

**REQUIRED KNOWLEDGES, SKILLS ABILITIES:** Good knowledge of methods used in keeping financial accounts and records; some knowledge of the laws, regulations, procedures and policies as they related to library finances; ability to learn ADP or any type of timekeeping software; good accounting judgement; ability to follow complex oral and written directions; ability to prepare correspondence, reports, and other materials; integrity; honesty; good judgement; mental alertness; clerical aptitude; tact and courtesy; ability to get along with well with others and physical conditions condition commensurate with the demands of the position.

**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 preparation of 1099's to be submitted to IRS;  
System by compiling payroll data. Data must be prepared in a specific ascil file format. Must comply with a six-day month end deadline;  
Process health insurance;  
Required Monthly Regular Board Meeting;  
Assists in the preparation of the budget;  
Responsible to work with our outside auditors during year-end review.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

(A). Bachelor's Degree in Business Administration or Accounting from a recognized four-year college or university. **PLUS** 4 years full time experience in recording financial and payroll transactions in a financial accounting system; OR

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

Candidates interested in this position should forward cover letter, resume and salary requirements to Marcus Griffith at [mgriffith@wlsmail.org](mailto:mgriffith@wlsmail.org)

The MVPL is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The MVPL has a zero tolerance for sexual harassment or reprisal.

Job Type: Full-time

To Apply: Submit your resume to: [mgriffith@wlsmail.org](mailto:mgriffith@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.