



ACCOUNTING ASSOCIATE
ADMINISTRATION DEPARTMENT
Part Time (20 hours per week)

We have an immediate opening for an Accounting Associate. Applicants must be detail oriented and highly organized. Selected individual will order and manage library supplies; balance daily cash receipts, and make bank deposits; and other duties as assigned. Selected individual should enjoy working in a team environment with a positive attitude and an aptitude to learn new things. For a complete job description visit our website at www.palatinelibrary.org.

Qualifications include:

- Two years of college or equivalent. Business coursework preferred.
- Minimum of 1 year related bookkeeping or accounting experience preferred
- Ability to communicate effectively in English.
- Ability to communicate skillfully, accurately and pleasantly in person, on the telephone, via email or online.
- Exceptional customer service skills.

Physical requirements include: speaking, hearing, vision, and keyboarding ability sufficient to adequately perform the job; ability to push/pull up to 50 pounds; and ability to lift and carry up to 20 pounds occasionally.

Hours for this position are:

Monday through Friday

Daytime Hours

Salary: \$16.91 - \$18.00 per hour. Benefits include pro-rated vacation, personal and sick time; 7½ paid holidays per year; and participation in the Illinois Municipal Retirement Fund.

Employment applications are available on line www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any of the branch locations. Please indicate the position and the department when applying. Submit your cover letter, resume and completed application to the Human Resources Department or employment@palatinelibrary.org.

April 2019