

PAYROLL/ACCOUNTING ASSOCIATE

Part-time (20 hours per week)

Shaker Heights Public Library is seeking a Payroll/Accounting Associate to process payroll and employee benefits, perform the accounts payable function, process purchase orders and manual check receipts, prepare the daily deposit and perform various cash fund maintenance and reconciliations. The successful candidate will be a detail-oriented self-starter with excellent organizational and analytical skills and the ability to multitask. Requirements: Associate's degree in business, accounting or related field and a minimum of one (1) year bookkeeping experience or an equivalent combination of education, experience, and training. Must be proficient with payroll software (Paycor experience a plus), accounting software, and Excel. Must be able to apply accounting practices and library policies to job responsibilities. Experience in the public sector, and experience with CMI software preferred. Salary: \$16.00- \$17.50 per hour depending upon qualifications and experience.

Please send cover letter, resume and completed application (available at www.shakerlibrary.org) to:

Shaker Heights Public Library
16500 Van Aken Boulevard
Shaker Heights, Ohio 44120
Attn: Human Resources
Email: HR@shakerlibrary.org
Fax: 216-991-5951