

POSITION ANNOUNCEMENT

PAYROLL/ACCOUNTING CLERK – PART TIME MEDINA LIBRARY

Medina County District Library is a mid-sized library system renowned for its great customer service, books and e-media, technology, and innovative events for all ages. We believe in giving back to the communities we service and being THE place to gather and learn and have fun.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

Medina County District Library is looking for a qualified Payroll/Accounting Clerk. Must be able to process payroll and invoice data accurately and in a timely manner and adhere to deadlines. Candidate will also act as a backup for the accounts receivable function.

QUALIFICATIONS:

Associate degree preferred, or an equivalent combination of education, training and experience. Must have at least 3 years payroll, invoice and spreadsheet processing experience. Proficiency with ADP Workforce Now and Time and Attendance software strongly preferred.

WAGE:	\$14.45 per hour or commensurate with experience
BENEFITS:	Prorated sick leave, vacation and other benefits; Public Employees Retirement System
HOURS:	Part-time; 20 hours per week. Must be able to work a flexible schedule.
SUBMIT COVER LETTER, RESUME AND APPLICATION TO:	Application available online at www.mcld.info/employment Email to: human.resources@mcld.info Human Resources Office Medina County District Library 210 S. Broadway Street Medina, OH 44256 FAX: (330) 722-2855
DEADLINE FOR APPLICATION:	Friday, May 25, 2018

MEDINA COUNTY DISTRICT LIBRARY is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

5/11/2018