



Clerk-Typist – Substitute position

The Finkelstein Memorial Library, located at 24 Chestnut Street, Spring Valley, NY, is a busy public library serving a large and diverse population. We are seeking a Clerk-Typist substitute in our Administration Department. This position will be responsible for receiving and other clerical tasks under the general supervision of the Business Manager.

Typical Work Activities

- Reviews and distributes e-mails and responds to general inquiries;
- Makes and receives telephone calls, takes messages and provides callers with general information;
- Maintains and balances simple account or record keeping entries and makes basic mathematical computations;
- Uses a computerized accounting system to receive against purchase orders and pay invoices; Completes electronic vouchers;
- Maintains a variety of basic office files;
- Prepares basic reports from assembled data;
- Operates standard office machines and utilizes various computer programs and applications for the completion of work assignments;
- Possesses ability to execute payroll processing and reporting;
- Assists with special projects, including event planning and the annual budget vote; Other duties as assigned.

Knowledge & Skills

- Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic; ability to process documents; ability to maintain basic records; ability to understand basic oral and written directions and communicate effectively, orally and in writing; ability to demonstrate basic computer skills; ability to work in a confidential environment.

Minimum qualifications

- Graduation from high school or possession of an equivalency diploma.

NOTE: Academic, technical, or vocational training or office clerical experience may be substituted for schooling on a year-for-year basis.

SPECIAL REQUIREMENTS:

- Accounting / Finance experience preferred; experience with payments and invoices; experience with purchase orders, accounting software and MS Excel preferred.

This substitute position offers flexible hours between 9 am- 5 pm, Monday – Friday, up to 20 hours per week at \$20/hour. See Rockland County civil service job description for [Clerk-Typist](#).

To apply: please complete the [FML Employment Application](#) on our web site at

<https://finkelsteinlibrary.org/jobpostings/> OR send a resume and cover letter to Assistant Director Beth Zambito at bzambito@rcls.org. Note Desired Position or Position Applied for as “Administration Clerk-Typist Substitute” on the application.