

## 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 serve 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. Mon 9am – 5pm,  
Tues 9am – 5pm, Thurs 9am – 2pm (*schedule subject to  
change based on the needs of the library*)

**SUBMIT COVER LETTER, RESUME  
AND APPLICATION TO:** Application available online at [www.mcld.info/employment](http://www.mcld.info/employment)  
Email to: [human.resources@mcld.info](mailto: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:** **Open Until Filled**

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.

2/8/2019