



NOTICE OF JOB VACANCY

Location: Business Office, Central Library
Position Title: Senior Account Clerk, Full-Time
Type of Appt: Permanent or Provisional*
Hours of Work: Various, including some weekends
Salary Scale: \$46,627 - \$62,741 (CSEA Job Group 6)
Posting Date: August 22, 2025

MINIMUM QUALIFICATIONS:

- Those permanent Senior Account Clerks eligible for transfer or;
- Eligibility to accept provisional* appointment:
 - ❖ A) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's Degree in Accounting or Business and one (1) year experience in the maintaining of financial records; **or**
 - ❖ B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the compilation and maintenance of financial records; **or**
 - ❖ C) Seven (7) years of experience in the compilation and maintenance of financial records.

DUTIES: (Illustrative Only)

- Maintains accounts and/or records in connection with the fiscal affairs of the Library;
- Prepares, verifies, and sends out bills;
- Keeps daily time records of employees and prepares payrolls;
- Prepares and processes vouchers for payment; prepares requisitions for purchasing;
- Collects, records, safeguards, and deposits cash;
- Compiles data for financial and statistical reports and prepares financial reports;
- Maintains a variety of office records and files;
- Does related work as required.

SPECIFIC REQUIREMENTS:

Thorough knowledge of the current methods of maintaining and checking financial accounts and records; good knowledge of accounting procedures; good knowledge of office terminology, procedures, and equipment; resourcefulness; dependability; physical condition commensurate with the demands of the position.

HOW TO APPLY:

Interested candidates should send a resume and letter of interest by **September 1, 2025** to hr@buffalolib.org or:

Judy Fachko, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.

* Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position.

Profoundly**PUBLIC.**

The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.