



**The County of Chester
is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 00213
Title Account Clerk I
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library has a full-time opening for an Account Clerk I. This position is a basic level fiscal and accounting support position within the Chester County Library System (CCLS). This position performs processing and maintenance of financial transactions and records to ensure that programs and services are effectively and efficiently provided. This position will perform a combination of tasks including calculating, posting and verifying financial data for use in accounting records.

The successful candidate for this position will hold at a minimum a High School Diploma or GED and three months of general office experience. Previous accounting office experience is preferred. A strong attention to detail, customer service and interpersonal skills, excellent oral and written communication skills, basic math skills and the ability to maintain composure is required. Confidentiality is crucial to this position and prior experience in this area is preferred. Working knowledge of Microsoft Office (or similar) and Accounting software is preferred.

Must possess a valid driver's license.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

A completed application, resume and cover letter are required.

Position Type: Full-Time / Non-Exempt

Salary Information: \$28,532.14 per year

Shift: 8:30 a.m. - 4:30 p.m.

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698