



**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**



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**Requisition# 334**  
**Title FT Accountant II – Business Office**  
**Department Chester County Library**  
**Location 450 Exton Square Parkway, Exton, PA**

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The Chester County Library, Business/Finance department is seeking an Accountant II to join our financial team who will be responsible for monthly closing and general accounting for the financial activity of 17 libraries, special funds and grants. Timely and accurate financial reporting according to Generally Accepted Accounting Principles is a requirement of this position.

Specific responsibilities include coordinating workflow and consolidating data given by accounts payable, accounts receivable, and payroll to facilitate month end and year end closings; maintaining the General Ledger which includes special funds and grants; preparing cash transfers and maintaining cash accounts; performing account reconciliations; preparing and reviewing journal entries and inter-fund transfers; generating financial statements; completing sales tax returns; complete bi-weekly payroll bank submissions, associated journal entries and tax payments; preparing quarterly payroll tax returns; completing bi-weekly retirement account payments; cross training to fill in for others in the department as well as the Finance Manager. Performing other duties, tasks, and special projects as required.

The successful candidate will have: Bachelor's degree in Accounting, with general knowledge of Fund Accounting a plus. Possess strong working knowledge of spreadsheets and interpreting financial data. Exposure to accounting software preferred with experience in Abila and PeopleSoft a significant plus. Proficiency in the use of Microsoft Word, Excel, Access, PowerPoint and Outlook. This position requires outstanding oral and written communication skills, and the ability to interface effectively with all levels of staff and management. This person must have excellent organizational skills, be a self-starter, discrete in handling confidential information, work well independently and in a team environment, make sound judgments and manage multiple priorities.

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).

**Position Type:** Full-Time / Non-Exempt

**Salary Information:** Salary range available beginning at \$44886.66 annually based on education and experience.

**Shift:** 8:30 a.m. - 4:30 p.m. including nights and weekends.

**Weekly Hours:** 35

**Deadline:** Applications will be accepted until position is filled.

**Original posting date:** January 8, 2020

**To apply, contact County of Chester Human Resources:**  
Apply online at [www.chesco.org](http://www.chesco.org); Job Inquiries: 610-344-6698