

Wicomico Public Library
122 S. Division St., Salisbury, MD 21801
410-749-3612
February 7, 2012

Position Announcement: **Bookkeeping Assistant/Part Time/ 10 hrs. per week**

Summary: Performs a variety of accounting and bookkeeping tasks.

Essential Functions: Assists in producing bi-weekly payroll for over 50 staff, reconciles monthly bank statements, posts weekly cash receipts to journal, does filing, data entry, copying, etc. as required.

Required Knowledge, Skills, and Ability: Computer bookkeeping skills, accurate record-keeping, ability to perform detailed work, ability to follow instructions.

Education /Experience: High school diploma or equivalency; one year of job-related course work after high school preferred.

Salary Range: Minimum starting salary is \$11.90 per hour.

Physical/Environmental Conditions: Position based at Main Library. No unusual demand for physical effort. The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices and libraries.

How to Apply: Complete the Wicomico Public Library application form (<http://www.wicomicolibrary.org/about/employmentapplication.pdf>) and attach a cover letter and resume. Send to Hilda Foskey, Wicomico Public Library, 122 S. Division St., Salisbury, MD 21801 or email hfoskey@wicomico.org.

Applications due by 5:00 p.m. on Friday, March 2, 2012. EOE.

Contact Information: Hilda Foskey, hfoskey@wicomico.org, 410-742-3612, ext. 122.