

Library Treasurer

- Post all deposits and invoices.
- Post all payroll transactions.
- Performs bank reconciliations.
- Required hours: 10-15 per month
- Provide monthly reports VP for Finance / Board of Trustees for approval.
- Attends Library Board Meeting as needed the 4th Tuesday of each month.

Qualifications:

- High School Diploma or GED. Must be 18 years of age.
- Accounting or bookkeeping experience required.
- Knowledge of QuickBooks accounting program preferred.

**Applications are available at:
The Dunkirk Public Library
536 Central Avenue
Dunkirk N.Y 14048
(716)336-2511**