



Belvedere
Tiburon
Library

PAYROLL & ACCOUNTS PAYABLE CLERK

ABOUT THE POSITION

The Payroll and Accounts Payable Clerk will provide key support for the Finance, HR, and Administrative Manager, in cash collection and deposits, accounts payable, payroll, records retention, supplies management, and staff training.

SALARY AND BENEFITS

\$26.11 to \$32.15/hour DOE
Part-Time 19 hours per week

APPLICATION INSTRUCTIONS

Please submit your completed application form, cover letter, and résumé by **July 29, 2022 at 5:00 pm**. All application materials must be submitted by email to jobs@beltiblibrary.org with the subject: Payroll & Accounts Payable Clerk

This position is open until filled. Initial review of applications will begin July 30 with the first round of interviews taking place in early August. Questions may be submitted by email or phone to Kristin Johnson, Administrative Services Manager at 415-789-2665 or kjohnson@beltiblibrary.org.

ABOUT THE LIBRARY

The Belvedere Tiburon Library is an independent community library serving the City of Belvedere and the Town of Tiburon. The Library is located just north of San Francisco in Marin County, California. It is accessible by ferry from downtown San Francisco, as well as by car from Highway 101. The Library is nearing completion of a renovation, extending the space by 9,000 sq. ft. and includes a new teen library, art gallery, makerspace, digital lab, and meeting rooms. The Library is under new leadership who values high-quality customer service, innovative programming, and fostering a collaborative team environment.

THE IDEAL CANDIDATE

The ideal candidate will be passionate about Libraries and enjoy engaging with and supporting the Library Staff in their service to the public in a busy and lively environment. This person should enjoy working independently with numbers and detail and be able to meet deadlines with a high degree of accuracy. The candidate should have at least a high school diploma and 2 years of experience in payroll and accounts payable. An associate or higher degree in accounting, and experience using ADP, Microsoft Office products, and MIP would be preferred.