Requisition#  02972
Title   Accountant II
Department  Chester County Library
Location   450 Exton Square Parkway, Exton, PA

The Accountant II is primarily responsible for the general ledger for 15 member libraries, special funds/grants, and conducts the month-end closing processes for those general ledger accounts. In addition, this position also files quarterly and annual payroll tax returns for 12 member libraries. The Accountant II also audits our accounts on a regular basis to ensure accuracy and to prepare for any internal and external audits. This position allows us to continue to offer the member libraries timely and accurate financial reporting.

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  Salary Information
Full-Time/Exempt $61,119.24 Annually
EOE Full County Benefits

Hours  Weekly Hours
8:30 AM to 4:30 PM 35
Monday through Friday

Deadline
Applications will be accepted until position is filled

To apply go to www.chesco.org and click on Employment.