

CONCORDIA COLLEGE

NEW YORK

Notice of Staff Openings **May 2008**

Title: Bookkeeper/Reserves Librarian, Part-time (20 hours/wk)
Department: Library Services
Salary: TBD

Job Responsibilities:

The Bookkeeper/Reserves Librarian is responsible for monitoring all budgetary expenditures within the Library including, but not limited to: serving as liaison with the college business office, the college services staff, and with vendors of library materials; tracking expenses by Banner account code in the library ledger in accordance with budgetary allowances and standard accounting principles (SunGard's Banner is the campus-wide enterprise system); maintaining open and frequent communication with the Director of Library Services and staff members on budgetary issues; supervising student worker(s) assigned to the processing of reserves; ensuring all reserve materials for the faculty and professional staff are processed correctly and in a timely manner.

Job Requirements:

Bachelor's degree; master's degree from an ALA-accredited library school preferred; one year of experience working in the reference department of an academic library is preferred; one year of bookkeeping and/or accounting experience outside of academia is preferred; prior supervisory experience; basic knowledge of accounting/budgeting procedures; knowledge of database utilized for online reserves; detail-oriented and innovative; computer proficient; excellent interpersonal and communications skills; able to maintain a professional and courteous atmosphere with students, faculty and staff; must work a flexible schedule; physical ability to move books, periodicals, and other library materials. Some reference desk duties (including nights and weekend hours) are also required.

Interested and qualified candidates should send a cover letter, resume, and three references to:
kathleen.clarke@concordia-ny.edu or Fax 914-395-4517

Employees of Concordia College who have an interest in any of these vacancies should first discuss it with their manager and then Human Resources regarding the process.

Concordia College does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex, or age. However, Concordia College is a Christian educational institution affiliated with The Lutheran Church-Missouri Synod and in compliance with the Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based on religion. We are part of the nation-wide Concordia University System.