

The Galax-Carroll Regional Library seeks qualified applicants for the position of Regional Finance and Records Specialist. The Finance and Records Specialist performs administrative support duties, accounts payable, overdues, general library duties, and related work as assigned. Work is performed under the general supervision of the Regional Library Director and Assistant Director.

High school diploma or GED is required, knowledge of Intuit QuickBooks is essential. Experience in general office and accounting work involving the use of computers and moderate experience in library work is desired.

This position will be based at the Galax Public Library but will provide general circulation assistance and patron services at the Carroll County Public Library one day a week. The ideal candidate must become a notary public and attend training in order for the Library to become a passport acceptance facility.

Send cover letter, resume, three references and completed City of Galax Employment Application by 9/10/2020 to Trish K. Fore, Director, Galax-Carroll Regional Library, 610 West Stuart Drive, Galax, VA 24333.

The Galax-Carroll Regional Library is an Equal Opportunity Employer.