camden county
LIBRARY SYSTEM
Linda A. Devlin, Director

Open: 10/22/26 Close:11/12/26

Job Posting 030-26

Job Title: **Clerk 2**
Business Office, M. Allan Vogelson Regional Branch, Voorhees, NJ

Salary: **16.7303 hr/ ($30,449.14yr)**
& Benefits **Eligible for Medical/Rx Benefits, Sick, Vacation and Holiday Pay**
NJ Pension Eligible Position

Schedule: **35 hours per week – Monday through Friday, 8:30am-4:30pm**

The Camden County Library System serves over 330,000 County residents. Our staff make customer service and community engagement a priority and strive to help communities reach their aspirations through library services. We strive to provide creative and innovative services and are guided by core values such as intellectual freedom, lifelong learning, integrity and diversity, equity and inclusion. Our Library serves everyone in our communities and seeks to remove barriers to services and create a welcoming and safe environment.

Description of Duties

The Camden County Library is seeking a seasoned clerical employee, with experience in accounts payable and well versed using Excel and other purchasing software products. Duties for this position include:
-Prepare requisitions and verify information for administrative purchases
-Process, including entering, direct vouchers and purchase orders according to County and Library procedures for payment
-Aid with inquires from staff, vendors or other County departments
-Maintain Master Supply inventory and fill departmental requests
-Maintain spreadsheets detailing invoice payments.
-Acts as a back up to other staff members in Business Office department.
-Other duties as assigned.

Education/Certification/Experience/ Requirements:
One (1) year of experience in clerical work.
Experience in accounts payable/receivable preferred
The successful candidate will be proficient in creating, maintaining, and analyzing Excel spreadsheets.

Employment applications may be completed on our website at http://www.camdencountylibrary.org/employment-library. Completed applications should be directly uploaded at the web address above.

Completed applications are required to be submitted by posting closing date and time: **November 12, 2026, at 2 PM.** Resumes are welcome when they accompany a completed application.

Note: Any questions regarding this year-round position may be sent to humanresources@camdencountylibrary.org

The Camden County Library System complies with the NJ First Act.

* **Failure to submit a completed application or to indicate job posting number may be reason for your application not to be considered.**

As a condition of employment, the selected candidate must successfully pass a pre-employment drug screening.

The Camden County Library System embraces diversity and seeks candidates who will contribute to a climate that supports patrons and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented identities to apply.

The Camden County Library is an Equal Employment/Affirmative Action Employer.

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