

Perry County District Library Job Posting

August 20, 2018

Job Title:	Fiscal Officer
Status:	Full-time
Pay Range:	Starting at \$30,000 plus full benefits package
Immediate Supervisor:	Board of Trustees
Positions Supervised:	Janitorial Staff/Contracted Maintenance
Position Qualifications:	A minimum of Associates Degree in Accounting or related field. Commensurate experience may be considered in lieu of a degree, particularly experience in public finance administration. Knowledge of budgetary, spreadsheet, and payroll software (Uniform Accounting Network preferred). Must meet requirements to be fully bonded. Possession of a valid driver's license and reliable transportation are required. Ability to maintain confidentiality and use appropriate judgment in handling information and records. Knowledge and understanding of the library's statutory requirements and powers as authorized in the Ohio Revised Code, opinions of the Ohio Attorney General, state auditing requirements and the applicable laws and regulations at the local, state and federal levels. Ability to demonstrate effective written and verbal communication skills. Ability to work flexible hours.

Position Description: In consultation with the Library Director, the Fiscal Officer plans, organizes and carries out the day-to-day financial activities of the library. The Fiscal Officer ensures that all financial operations comply with statues of the State of Ohio, state auditing requirements, federal and local laws, sound financial practices and the policies and decisions of the Board of Trustees. The Fiscal Officer also serves as the primary supervisor to the janitorial staff and establishes contracts for maintenance. The Fiscal Officer must maintain a clear understanding of the position by attending meetings, workshops or other continuing education opportunities throughout the year.

A complete job description is available upon request. Perry County District Library is an equal opportunity employer. Resumes can be submitted at the Main Library in New Lexington, Attention: Melissa Marolt, Director, 117 S. Jackson Street, New Lexington, OH 43764 or e-mailed to mmarolt@pcdl.org.