

EMPLOYMENT OPPORTUNITY

Branch: Business Office

Position: Fiscal Officer

25-35 Hours/Week

Available: Negotiable, based upon experience and training needs

Details:

- Bachelor's degree in appropriate field preferred
- Experience and skills in financial management bookkeeping
- Minimum 2 years' experience in accounting
- Use technology at intermediate level, including: word processing and spreadsheets
- UAN or payroll experience highly desirable
- Work a flexible schedule including days, evenings and weekends
- Maintain reliable transportation

Physical Demands:

- Carry or lift up to 30 pounds
- Sit for extended periods
- Use step stool or step ladder

Applications may be downloaded from the BCPL website (browncountypubliclibrary.org) or picked up at any branch location. Submit résumé and completed application, including references to either of the contacts below.

Brown County Public Library
Attention: Fiscal Officer Search
P.O. Box 527
Mt. Orab, OH 45154

OR

bcpl.bookly@gmail.com



Business Office

P.O. Box 527 - 613 S. High Street

Mt. Orab, Ohio 45154

937- 444-0181 / 6502 fax

bcpl.bcplinfo@gmail.com