



**ELYRIA PUBLIC  
LIBRARY SYSTEM**

**Position Opening**

**Library Fiscal Officer**

**JOB TITLE: LIBRARY FISCAL OFFICER**

**HOURS: Full-time- 40 hours; Exempt**

**SALARY: Commensurate with Experience**

**BUDGET: \$4,000,000**

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Business or Accounting preferred from an accredited college or university with 3-5 years' experience preferred in public/library accounting. Qualified to be fully bonded. Able to work with CMI software and HRIS experience preferred. Supervisory experience. Driver's license and reliable transportation.

**JOB RESPONSIBILITIES**

Under Board direction responsible for overseeing the financial operations of the Library in accordance with Federal, State and local laws and regulations, the directives of the Auditor of the State of Ohio, and the policies and decisions of the Library Board of Trustees.

Effective interpersonal skills, including the ability to communicate verbally and in written form.

Technical knowledge to work in collaboration with administration to evaluate and implement software upgrades to include an HRIS with pay and benefits dashboard for employees.

Receive and deposit all library funds in the authorized depository or depositories.

Keep the financial records of library funds in accordance with chapter 117-84 ORC.

Maintain all payroll and fringe benefit records in compliance with the ORC and applicable federal and local regulations.

**Position open until filled.**

**Cover letters and resumes via email to: [dennis.waite@elyrialibrary.org](mailto:dennis.waite@elyrialibrary.org)**

HR Coordinator