

**POSITION OPENING
FISCAL OFFICER**

JOB TITLE: FISCAL OFFICER

HOURS: Full-time; Exempt

SALARY: Negotiable, Commensurate with Experience

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business, Finance or Accounting preferred from an accredited university or a combination of academic course work and experience in public finance/library accounting.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

The Fiscal Officer is responsible for the financial operations of the Library System including budget and financial management, accounting, payroll, risk management, internal controls, contracts, investments, audit, and compliance. This position reports to the Library's Board of Directors and serves as part of the Library's management team.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to maintain confidentiality and use appropriate judgment in handling information and records. Knowledge of generally accepted accounting principles, fund and cash-basis accounting, state auditing requirements, budget administration and development, governmental finance, and financial planning. Knowledge and understanding of the Library's statutory requirements and powers as authorized in Ohio Revised Code, opinions of the Ohio Attorney General, and applicable federal laws and regulations. Knowledge of budgetary, spreadsheet, and payroll software with preference for experience with Civica CMI software. Proficiency in the use of Microsoft Office applications. Valid driver's license and qualification to be fully bonded. Full Job Description is available on the Newton Falls Public Library's website.

POSTED: Position open until filled.

For consideration, submit a resume and cover letter including salary history to: Search Committee, "Application for Fiscal Officer," Newton Falls Public Library, 204 S. Canal St., Newton Falls, OH 44444 or by e-mail to kerryreed@newtonfalls.org.