

Portsmouth Public Library System
Position Vacancy

Fiscal Officer

The Portsmouth Public Library has a vacancy for a Full-time Fiscal Officer. Under the direction of the Library Board of Trustees and in conjunction with the Library Director, the Fiscal Officer plans, organizes, and administers the daily financial activities of library operations and follows legal and procedural regulations as defined under the Ohio Revised Code for receiving, investing, and appropriating library funds. Candidate must possess a bachelor's degree in accounting or business, minimum of 5 years' experience in accounting (public sector preferred), ability to obtain a Public Official Bond and proficiency in financial data processing systems (Software Solutions, Inc. preferred). Successful completion of criminal background check, credit check, and proof of auto liability insurance required. Full job description and salary information at www.yourppl.org.

To Apply: Send cover letter, resume and 3 letters of professional recommendation to fiscalofficer@yourppl.org or mail to Board of Trustees, Portsmouth Public Library, 1220 Gallia Street, Portsmouth, OH 45662.

Deadline for Applications: August 30, 2019

EEO Employer