

The Bellevue Public Library is seeking a part-time Fiscal Officer. This position is responsible for an annual budget of approximately \$1 million and investments. This position oversees the financial operations of the library and follows all legal and procedural regulations for receiving, appropriating, and investing funds.

The Fiscal Officer works closely with the Library Director and under the direction of the Board of Trustees. This position ensures all financial operations comply with the statutes of the State of Ohio, state auditing requirements, sound financial practices and policies, and decisions of the Board of Trustees. This position maintains all financial records as required by the Auditor of the State, prepares and files reports required by federal, state, and local government in a timely manner, and prepares and presents monthly reports for the board. The Fiscal Officer attends all Library Board meetings and keeps minutes.

The successful applicant

- Must have knowledge of budget development and administration
- Must develop and maintain effective working relationships with others including the Board of Trustees, Director, and Library employees
- Must abide by the Public Records Commission requirements and Ohio Tax Codes.

Knowledge of governmental fund accounting is essential. Candidate must meet bonding requirements.

Typical work week is 12-16 hours with at least 1 day per week (M-F) in the Library.

Pay range is \$22-\$30 per hour dependent on qualifications. Benefits include earned vacation and sick time as well as personal days.

Experience in accounting and a bachelor's degree, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, are required.

Applications accepted until Monday, December 12. Applications will be reviewed as they come in.

Submit cover letter, resume and three references to: patty.marsh@bellevue.lib.oh.us